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ABSTRACT

The Extended Day Enrichment Program in Orlando, Florida, is designed to enrich elementary school children's lives educationally, socially, culturally, emotionally, and physically, and to provide them with a safe and familiar setting after school. The program is a fee-supported community education program operated by Orange County (Florida) Public Schools and follows Florida Department of Education standards. A variety of recreational, social, and academically oriented activities plus a snack and homework time are a part of the daily program. This handbook contains all pertinent information for implementing and operating the program. Section 1 provides background information on the program and explains how to get a program started. Section 2 outlines registration procedures, and section 3 details the fee structure and financial operation of the program. Section 4 covers over 20 daily program operations. Some of these include attendance procedures, illness, insurance, program evaluation, field trips, and abandoned children. Section 5 outlines the program's personnel procedures and covers topics such as staffing, training, and salary guidelines. Section 6 contains copies of school board policies and significant administrative memos. Section 7 provides samples of several forms necessary for managing the program. (TJQ)

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ED 370 685

EXTENDED DAY

COMMUNITY EDUCATION

Orange County Public Schools

Orlando, Florida

July 1993

PS 022359

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OPERATIONS HANDBOOK

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OPERATIONS HANDBOOK

EXTENDED DAY ENRICHMENT PROGRAM
ORANGE COUNTY PUBLIC SCHOOLS
ORLANDO, FLORIDA

July 1993

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Approved by the School Board of Orange County, Florida, sitting in official session, July 13, 1993.

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SECTION 1: INTRODUCTION

This section of the handbook outlines the Statement of Need for the Extended Day Enrichment Program and provides background, a description and goals for the Programs.

EXTENDED DAY ENRICHMENT PROGRAM

1. INTRODUCTION

A. Statement of Need

Major demographic changes have taken place in families in the United States. In 1955, 60 percent of the households consisted of a father who worked outside the home, a housemaker mother, and two or more school age children. In 1980 that family unit was only 11 percent of our homes, and in 1990 it was 7 percent. The percentage of mothers who work outside the home is expected to increase.

Taking these statistics into consideration, the Orange County School Board deemed the Extended Day Enrichment Program a viable and necessary service to be provided through community education to parents in Orange County.

B. Program Background

In 1981, the Community Education Program of Orange County Public Schools conducted a needs survey for school-age child care. Based upon the response received, a pilot program was established at two elementary schools based on a Duval County Extended Day model. Positive evaluations from the Orange County program led to the decision to expand the Extended Day Enrichment Program.

Growth has continued each year since 1982. In 1993-94 eighty-one schools offered Extended Day Enrichment Programs serving 10,000 school-age children.

C. Program Description

The Extended Day Enrichment Program is designed to enrich children's lives educationally, socially, culturally, emotionally, physically and provide a safe and familiar setting for elementary school children. A variety of recreational, social, and academically oriented activities plus a snack and homework time are part of the daily program. The Extended Day Enrichment Program does not offer medical or nursing services except for emergency first aid. The Extended Day Enrichment Program is a fee-supported community education program operated by Orange County Public Schools and follows the Florida Department of Education standards. Employees of the Extended Day Enrichment Program meet all HRS background screening requirements.

D. Goals

The primary goal of the Extended Day Enrichment Program is to provide a safe and secure environment with enriching programs for children of working parents, parents attending school, parents in job training/job seeking situations, and those children determined to be "at risk" and in need of before/after school supervision.

- To meet the needs of school-age children by enriching lives educationally, socially, culturally, emotionally and physically.
- To meet the needs of school-age children by providing homework assistance.
- To meet the needs of school-age children by encouraging reading as a lifelong pursuit.
- To meet the needs of school-age children by creating an environment that offers a base of warmth and security, provided not only by hired staff for daily supervision, but also by utilizing volunteers and special instructors.
- To meet the needs of school-age children by increasing opportunities for peer and intergenerational interaction to supplement the nurturing provided by the family.
- To meet the needs of school-age children by providing a daily nutritious snack.
- To meet the needs of working parents by offering a safe, accessible, affordable program that is school based.
- To meet the needs of the community by encouraging participation of people of different racial, cultural, ability and economic backgrounds.
- To meet the needs of the community by utilizing existing facility spaces in an extended and flexible manner.

E. How To Start a Program

The elementary school principal determines whether a need exists for the Extended Day Enrichment Program. This may be the result of parent surveys within the school community, input from the school's child care committee or information from other sources. He or she then contacts the Adult and Community Education administrator for that area to begin the process of establishing a program. A team effort between the site principal and ACE administrator expedites the process and contributes to the Program's success.

The Extended Day Enrichment Program is a highly successful program with a proven track record. Integrity of the program is maintained through countywide standards as outlined in the Operations Handbook. The name "Extended Day Enrichment Program" is NOT a generic term for any after-school activity; it refers to an established program operated by Adult and Community Education. ACE administrators can assist principals in establishing other enrichment opportunities in addition to the Extended Day Enrichment Program.

ADULT AND COMMUNITY EDUCATION (ACE) ADMINISTRATORS

Apopka/Westside	Tony Encinias, administrator 555 West Martin St. Apopka, FL 32703	889-4194, ext 5 FAX 889-4194, ext.700
Boone	H. E. Owens, Jr., administrator 2000 S. Mills Ave. Orlando, FL 32806	898-5491, ext 5 FAX 898-5491, ext. 700
Colonial/Union Park	Al Cornelison, Jr., administrator 6100 Oleander Dr. Orlando, FL 32807	380-1036 FAX 277-5431, ext. 700
Dr. Phillips	J. Gary Hendricks, administrator 6500 Turkey Lake Rd. Orlando, FL 32811	352-4040, ext. 5 FAX 352-4040, ext. 700
Evans	Jesse Lane, Jr., administrator 4949 Silver Star Rd. Orlando, FL 32808	293-4900, ext. 5 FAX 293-4900, ext. 700
Jones	Curtis Adams, administrator 801 S. Rio Grande Ave. Orlando, FL 32805	425-4681, ext. 5 FAX 425-4681, ext. 700
Winter Park	Jerry P. Nowell, administrator 2100 Summerfield Rd. Winter Park, FL 32789	644-6921, ext. 5 FAX 644-6921, ext. 700
Wymore	Tim Holmes, administrator 100 E. Kennedy Ave. Eatonville, FL 32751	644-7518, ext. 5 FAX 644-7518, ext. 700

The following steps are guidelines for principals interested in establishing an Extended Day Enrichment Program at their site:

- Contact the Adult and Community Education (ACE) administrator.
- Survey parents to establish need.
- Recruit, interview, and recommend personnel jointly with the ACE administrator.
- Assign facility usage adequate for the Extended Day Enrichment Program and its growth.
- Establish proper financial accounts with the ACE administrator.
- Secure staff training for program personnel through the ACE administrator.
- Develop a schedule of daily activities with the site coordinator.
- Promote good relations between school staff and the Extended Day Enrichment Program.
- Distribute information to parents.
- Assure accurate record keeping by the Extended Day Enrichment Program staff.
- Purchase supplies and materials for program through the ACE administrator.
- Establish a snack plan with cooperation of the lunch room manager.
- Communicate regularly with the site coordinator about the program and any changes.
- Communicate regularly with the ACE administrator.

F. ADULT AND COMMUNITY EDUCATION CENTER SATELLITE ASSIGNMENTS

APOPKA/WESTSIDE CENTER
10 Extended Day Sites

Apopka Elementary	Apopka Middle
Clay Springs Elementary	Lakeview Middle
Dillard St. Elementary	Ocoee Middle
Dream Lake Elementary	Piedmont Lake Middle
Maxey Elementary	Apopka High
Ocoee Elementary	West Orange High
Rock Springs Elementary	
Spring Lake Elementary	
Tildenville Elementary	
▸ Wheatley Elementary	
Zellwood Elementary	

BOONE CENTER
11 Extended Day Sites

Blankner Elementary	Conway Middle
Conway Elementary	Howard Middle
▸ Cypress Park Elementary	Boone High
Dover Shores Elementary	
Durrance Elementary	
Kaley Elementary	
Lake Como Elementary	
McCoy Elementary	
Pershing Elementary	
Pine Castle Elementary	
Shenandoah Elementary	
Cherokee School	

COLONIAL/UNION PK. CENTER
11 Extended Day Sites

Azalea Park Elementary	Discovery Middle
Chickasaw Elementary	Jackson Middle
Columbia Elementary	Liberty Middle
Deerwood Elementary	Union Park Middle
Engelwood Elementary	Colonial High
Hidden Oaks Elementary	University High
Little River Elementary	
Pinar Elementary	
Union Park Elementary	
Ventura Elementary	
Waterford Elementary	

DR. PHILLIPS CENTER
11 Extended Day Sites

Bay Meadows Elem.	Southwest Middle
Dr. Phillips Elementary	Westridge Middle
John Young Elementary	Dr. Phillips High
Meadow Woods Elem.	Oak Ridge High
MetroWest Elementary	
Palm Lake Elementary	
Shingle Creek Elem.	
Tangelo Park Elementary	
Waterbridge Elementary	
Windermere Elementary	
Windy Ridge Elementary	

WINTER PARK CENTER
Extended Day Sites

Arbor Ridge Elementary	Glenridge Middle
Aloma Elementary	Lee Middle
Audubon Park Elem.	Maitland Middle
Bonneville Elementary	Winter Park 9th Grade
Brookshire Elementary	Edgewater High
Cheney Elementary	Winter Park High
▸ Dommerich Elementary	
Fern Creek Elementary	
Hillcrest Elementary	
▸ Lake Sybelia Elementary	
Lakemont Elementary	

EVANS CENTER
10 Extended Day Sites

Frangus Elementary	Gateway School
Hiawassee Elementary	Meadowbrook Middle
▸ Ivey Lane Elementary	Robinswood Middle
Lake Silver Elementary	Evans High
Mollie Ray Elementary	Evans 9th Grade Ctr.
Oak Hill Elementary	
Orlo Vista Elementary	
Pine Hills Elementary	
Ridgewood Park Elem.	
Rolling Hills Elementary	
Magnolia School	

WYMORE CENTER
9 Extended Day Sites

Clarcona Elementary	Lockhart Middle
Hungerford Elementary	Wymore Career Ed. Ctr.
Killarney Elementary	
Lake Weston Elementary	
Lockhart Elementary	
Lovell Elementary	
Princeton Elementary	
Riverside Elementary	
Rock Lake Elementary	

JONES CENTER
10 Extended Day Sites

Catalina Elementary	Carver Middle
Eccleston Elementary	Memorial Middle
▸ Grand Avenue Elementary	Walker Middle
Lancaster Elementary	Jones High
Orange Center Elementary	
Palmetto Elementary	
Pineloch Elementary	
Richmond Heights Elem.	
Sadler Elementary	
Washington Shores Elem.	
Winegard Elementary	

▸ Elementary Schools not operating Extended Day Enrichment Program

SECTION 2: REGISTRATION PROCEDURES

2. REGISTRATION PROCEDURES

All children participating in the Orange County Public School Extended Day Enrichment Program will be officially registered by parents/guardians at the school where they are participating in the program. At the discretion of the principal, any program can accept children from other schools. Transportation is the parent's responsibility.

The School Board of Orange County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law. The Equal Opportunity supervisor responsible for compliance is Mr. Ronald Blocker, and he may be contacted at (407) 849-3214.

A. Age Restrictions

1. Minimum Age - Kindergarten is the minimum age criterion for participation in the Extended Day Enrichment Program. Children in pre-kindergarten may not attend. Kindergarten children may enter the Extended Day Enrichment Program at the start of the school year for that school site. This will accommodate kindergarten children who start with intersession break in multi-track year-round schools.

2. Maximum Age - Children may participate in the Extended Day Enrichment Program through the summer following completion of fifth grade. At the discretion of the principal, older children may be allowed to continue in the program if transportation arrangements can be made by the parent.

B. Master Registration and Emergency Information Form

The Extended Day Enrichment Program will have a completed Master Registration Form which includes emergency information for each child signed by the parent/guardian before participation of the child/children in the Extended Day Enrichment Program. This form will provide all necessary information about each child registered in the Program (See Appendix A). Upon entrance of each child into the program, an annual registration fee will be charged in addition to the tuition. (See Fee Structure and Financial Operation.)

This form will be updated and reviewed when parents communicate any changes in information and in the month of January. New Master Registration Forms will be issued at the beginning of each new school year. Master Registration Forms will be accessible to Extended Day Enrichment Program personnel at all times.

Occasionally, children not enrolled in the Extended Day Enrichment Program are left at school in the afternoon waiting for their parent(s). At the discretion of the principal, these children may be supervised by Extended Day staff members. The site coordinator must submit the names of these children to the ACE administrator on an insurance list and the premium will be paid from the Extended Day Enrichment Program account. Fees for the full week, plus the annual registration fee will be charged to the parent. Before being assigned to supervision in the Extended Day Enrichment Program, a copy of the child's Emergency Information Form from the regular school program will be made available to the site coordinator.

B. Master Registration Form (continued)

Supervision of unenrolled students may become excessive. Site coordinators should keep records concerning this practice and share this information with the principal. If, after conferring with the principal, there is still excessive numbers of unenrolled students being referred to the Extended Day Enrichment Program for supervision, the site coordinator should seek help from the appropriate ACE administrator.

The Extended Day Enrichment Program will have a completed Master Registration and Information Form for each child before participation of the child in the Program. This form will be accessible to Program personnel at all times. A separate form will be maintained for each child in a family.

SECTION 3: FEE STRUCTURE AND FINANCIAL OPERATION

3. FEE STRUCTURE AND FINANCIAL OPERATION

A. Registration Fee and Insurance

Upon entrance of each child into the program, an annual registration fee of $10 will be charged. This is in addition to the first tuition payment.

The registration fee is used to buy "at-school" accident insurance for the child. No child may be enrolled without paying the annual registration fee. If a child withdraws and then re-enrolls in the same school year, a second registration fee is not assessed. Likewise, if a child transfers from one Extended Day Enrichment Program to another in the same school year, a second registration fee is not assessed. However, the "receiving" site coordinator must verify accident insurance coverage with the appropriate Adult and Community Education administrator.

The Student Accident Insurance Program sponsored by the Orange County School System will be purchased for each enrollee by the Adult and Community Education Center at the time of registration in the Extended Day Enrichment Program. The coverage is in effect at school and during extended day activities. This extremely limited coverage generally pays approximately half of medical expenses incurred. Parents should be encouraged to have other medical insurance. Site coordinators will submit the following information to the Adult and Community Education Center in a timely manner as the money is collected using Appendix K:

1) Student's full name
2) Date of enrollment into Extended Day Enrichment Program
3) School of Extended Day Enrichment Program
4) Grade level

The Adult and Community Education bookkeeper will transfer funds from each Extended Day Internal Account to the Clearing Account and write one check per month to School Insurance of Florida, Inc. Along with the check, the insurance list will be forwarded as prepared at each Extended Day site.

B. Standard Fees

Extended Day Enrichment Program fees will be uniform throughout the district. Extended Day Enrichment Program fees are calculated according to the following chart. Fees are established countywide; modification is permitted only where principal discretion is noted.

All fees are weekly fees. There is no daily rate or half-week rate. There is no "drop-in" service.

WEEKLY FEES		
Sessions	1st and 2nd Child Each	Each Additional Child
Morning Only	$7.00	$5.00
Afternoon Only	18.00	11.00
Morning & Afternoon	24.00	14.00
Full day Intersession or Summer	$50.00	35.00

The above chart shows the standard weekly fees for the Extended Day Enrichment Program. The following chart shows the daily prorated fees for determining weekly rates for anything other than standard 5-day weeks.

PRORATED FEES FOR NON-STANDARD WEEKS		
Sessions	Prorated Daily Fees	
	1st and 2nd Child Each	Each Additional Child
Morning Only	$1.40	$1.00
Afternoon Only	3.60	2.20
Morning & Afternoon	4.80	2.80
Full day Intersession, Summer, Workday	$10.00	7.00

Examples:

4-day school week
4 x (daily rate) = 4 x $3.60 = $14.40

4-day school week with teacher workday
4 x (daily rate) + (full day) =
4 x $3.60 + $10 = $24.40

Family with 3 children (5-day week)
2 x (standard rate) + (1 @ reduced rate) =
2 x $18 + $11 = $47

B. Standard Fees (Continued)

There will be no refunds for days not used as necessary staff must be on hand for Program coverage.

Tuition must be paid in advance. Checks or money orders are to be made out to the individual Adult and Community Education Center. Example: Colonial Adult and Community Center.

The first two children of the same family will be charged the regular tuition for the appropriate session(s). Each additional child in the family will be charged the reduced rate as shown in the fee schedule. Scholarships are computed at the higher rate.

Year-round intersession rates and summer session rates are calculated using the daily prorated fees to adjust for split weeks.

Fees for children of teachers/employees at the program site will be reduced by 50 percent. This fee discount applies only to children of teachers/employees at that particular program site. It is not a general OCPS discount. (Registration fee is required.)

Fees will be waived for children of employees working in the Extended Day Enrichment Program while their parent(s) are actively working. (Registration fee is still required.)

Extended Day Enrichment Programs will operate on days when regular school is in session. Principals may choose to operate the program during teacher workdays, holidays, summer and year-round intersession.

Scholarship reimbursement by the Orange County Citizens Commission for Children is based on the standard fee schedule.

Snack costs are included in program fees and may not be added as an extra fee. Extra fees may be charged for cooking classes and special events, such as cook-outs.

C. Additional Fees

1. *Late Payment Fee*

   Late Payment fees (maximum $5) are assessed at the discretion of the elementary principal at the Extended Day Enrichment site. Late payment fees will apply equally to all parents at the school site.

2. *Returned Checks*

   Personal checks are accepted. If a personal check is returned for any reason, cash to cover the personal check will be required. At the discretion of the ACE administrator, cash payment for further services may be mandatory.

C. Additional Fees (continued)

3. *Late Pick-Up Fee*

Overtime rates are standard throughout the program and they are listed in a parent brochure called "ABC's of Extended Day Enrichment Program." The Extended Day Enrichment Program closes at 6:00 p.m.

1 - 15 minutes over time	$5 per child
Each additional 15 minutes	$10 per child

See section on daily program operation for habitual tardiness and abandoned child procedures.

4. *Additional Fees*

Principals may charge extra for special field trips, T-shirts, supplemental instruction and direct activity costs including the cost of field trip transportation. Additional charges must reflect cost of the goods or services.

All field trips and fee-supported activities are optional. Extra costs cannot be "tacked on" or required as part of the regular fee. Sites will accommodate "non-participation" at the elementary school site even though it may necessitate additional staff.

D. Scholarships

The Extended Day Enrichment Program has been fortunate to receive scholarship aid from the Orange County Citizens' Commission for Children. Starting in summer 1990, short term contracts have been negotiated between the School Board of Orange County and the Orange County Board of County Commissioners. Scholarships are administered through the Adult and Community Education Center office. Contact your ACE administrator for the current status of scholarships.

Scholarships are based on the regular fees charged to all students using the standard fee schedule. The ACE Center office bills the Orange County government each month for eligible students. For more information, see Daily Program Operation.

Because of the contractual nature of the scholarship program, guidelines for eligibility must be followed. Guidelines and procedures change; check with the Adult and Community Education Center office or district office (849-3200, ext. 2842) for current scholarship information. Procedural errors may result in an obligation to return money funded by Orange County Citizens' Commission for Children. Parents of children seeking scholarships are legally responsible for the information they provide on the application. Principals/ACE administrators are not obligated to verify such information.

E. Community Coordinated Child Care (4-C)

If proper paperwork is submitted by the child's family, the Extended Day Enrichment Program will accept child care payments made by Community Coordinated Child Care, Inc. The site coordinator and the ACE Center office will assist in submitting attendance verification and paperwork as required. It is the parents' responsibility to present all necessary paperwork and documentation to the site coordinator.

F. Purchasing

County policy for internal accounts must be followed for all Extended Day expenditures. All Extended Day Enrichment Program coordinators will have access to open charge accounts with credit limits at various merchants serving Extended Day Enrichment Program sites. No requisition is required in advance for open accounts. The ACE Center bookkeeper will prepare the purchase order.

All Extended Day site coordinators will have a minimum $100 petty cash account for program supplies and snacks. Depending on program size and need, this amount can be increased up to $200. Principals may also have a separate petty cash account.

Advance purchase orders from the Extended Day Enrichment Program site are not required for field trip transportation using Orange County school buses. The request for transportation is initiated at the elementary school site using the standard form. Modify the form to clearly indicate which Extended Day Enrichment Program is requesting transportation and which Adult and Community Education Center is to be billed. Indicate that other information (dispatch, mileage, etc.) is to be handled with the elementary school site. The ACE Center bookkeeper will prepare the purchase order.

ACE administrators facilitate purchases for the elementary school site and Extended Day Enrichment Program. Requisitions and purchase orders must precede the actual purchase. These documents do not need to be typed, however, they must be neat and legible. Some principals give their site coordinators carte blanche, while other principals maintain tighter control. Communication between principal, ACE administrator, and coordinator is imperative.

Monthly reports on disbursements are prepared by the ACE administrator using Appendix G, Appendix I and copies of the computer Internal Account Ledger. These reports will be sent to principals and site coordinators. Monthly financial reports are to be received at the elementary school site and the district office by the 15 of the month following the report period. For example, January's report should be received by February 15.

The first priority for the use of the Extended Day Enrichment Program funds is for the direct benefit of the children in the Program. Activities offered should be varied and truly enriching. The Extended Day Enrichment Program must be more than a babysitting service. After all the needs of Extended Day Enrichment Program are met, remaining funds may be spent at the principal's discretion, in accordance with School Board Policy, for the benefit of the school.

G. Money Collection

The Adult and Community Education Center office will have personnel available to receive Extended Day Enrichment Program funds from 10:00 a.m. to 8:00 p.m., Monday through Thursday and on Friday from 8:00 a.m. to 12:00 noon.

Receipts will be issued immediately upon receiving money in person or collecting payments from a mailbox. Receipts will be OCPS approved individually numbered receipts. An approved, computer-generated receipt may be used.

At the principal's option, money may be received five days a week. Program guidelines can be established at individual sites so that money will be collected only on certain days of the week.

Money is not to be kept on school premises overnight. The ACE administrator will arrange for each site to have a one-way bank drop bag. Funds are placed in the bag, locked and taken to the night drop at the bank. The bag is picked up the following business day and then deposited at the ACE Center office.

H. Property Management

The ACE administrator will initiate property tags for assets requiring property tags. The ACE administrator will then transfer the tagged property to the elementary school.

SECTION 4: DAILY PROGRAM OPERATION

4. DAILY PROGRAM OPERATION

A. Weekly Planning Sheet

A Weekly Planning Sheet will be used to identify planned activities and the approximate time and location activities will take place during the Extended Day Enrichment Program. Each site coordinator will maintain a Weekly Planning Sheet outlining activities planned and the location of that planned activity for a particular week (Appendix D). Each group leader is responsible for planning, preparing and implementing developmentally appropriate activities for the children in conjunction with the site coordinator.

B. Arrival of Students

Attendance will be taken immediately upon the arrival of the children at the designated area for the Extended Day Enrichment Program. Absentees will be verified with the office. It is the responsibility of the site coordinator to notify parent(s) if a child does not show up for the Program. Various systems of attendance may be used, such as card pockets, or buddy boards, as long as the process is monitored and absentees are verified.

C. Attendance Procedures

The payment and attendance records will be kept by the Program staff to record daily attendance. Suggested forms are included in Appendix C and M. The site coordinator may develop payment and attendance procedures most efficient for that site. Annually or more frequently, the Adult and Community Education administrator will review the record keeping methods to assure that proper systematic records are being maintained.

The following code is suggested:

X = Absent
E = Date Entered
R = Date Re-entered
W = Withdrawal
N = Services not offered on this day

Supervision of unenrolled students may become excessive. Site coordinators should keep records concerning this practice and share this information with the principal. If, after conferring with the principal, there is still excessive numbers of unenrolled students being referred to the Extended Day Enrichment Program for supervision, the site coordinator should seek help from the appropriate ACE administrator.

Occasionally, children not enrolled in the Extended Day Enrichment Program are left at school in the afternoon waiting for their parent(s). At the discretion of the principal, these children may be supervised by the Extended Day Enrichment Program staff members. The site coordinator must submit the names of these children on the insurance list. The premium will be paid from the Extended Day Enrichment Program account. Fees for a full week plus the annual registration fee will be charged to the parent. Before being assigned to supervision in the Extended Day Enrichment Program, a copy of the child's Emergency Information Form from the school will be made available to the site coordinator.

D. Students with Disabilities

A child cannot be denied the opportunity to attend the Extended Day Enrichment Program because of his/her disabilities. A child with disabilities who receives educational services at a school other than his/her "home" school during the regular academic school year, may attend the Extended Day Enrichment Program at either the child's "home" school or at the school the child regularly attends. The Extended Day Enrichment Program at the child's "home" school cannot deny access because the child with disabilities does not attend that school. During the summer and intersession programs, children (with or without disabilities) may attend the Extended Day Enrichment Program of their choice. Any attendance restrictions (i.e., enrollment limits, waiting lists, etc.) must apply to all students regardless of handicapping conditions. The Extended Day Enrichment Program does not provide transportation to or from the programs. The Orange County Transportation Department may provide transportation for children with disabilities to their "home" school in lieu of transportation to the child's home after the regular school day; however, such transportation is not part of Extended Day Enrichment Program services.

E. Holidays

Extended Day Enrichment Programs will operate on all days when regular school is in session. Depending on community need, the Extended Day Enrichment Program can operate during holidays, teacher work days, summer, and year-round school intersessions. The principal is responsible for determining the operation schedule for the school site with input from the school child care committee.

F. Insurance

The Student Accident Insurance Program sponsored by the Orange County School system will be purchased by the Adult and Community Education Center for each enrollee at the time of registration in the Extended Day Enrichment Program. The coverage is in effect at school and Extended Day Enrichment Program activities. This extremely limited coverage generally pays approximately half of medical expenses incurred. Parents should be encouraged to have other medical insurance. The site coordinator will submit insurance program enrollments in a timely manner as the money is collected, using Appendix K. Information does not need to be typed or alphabetized.

Occasionally children not enrolled in the Extended Day Enrichment Program are left at school in the afternoon waiting for their parent(s). At the discretion of the principal, these children may be supervised by Extended Day Enrichment Program staff members. The site coordinator must submit the names of these children on the insurance list and the premium will be from the Extended Day Enrichment Program internal accounts. Fees for the full week plus the annual registration fee will be charged to the parent. Before being assigned to the supervision in the Extended Day Enrichment Program, a copy of the child's Emergency Information Form from the school will be made available to the site coordinator.

1) Student's full name
2) Date of enrollment into Extended Day Enrichment Program
3) School of Extended Day Enrichment Program
4) Grade level

G. Snacks

The cost of nutritious afternoon snacks is included in the tuition. Due to the hours of operation of the Extended Day Enrichment Program, HRS regulations state that snacks must be served in sufficient quantity and quality to supplement food served at home or through the school lunch program. HRS regulations also state that discipline shall not be associated with food, rest or toileting. Drinking water shall be freely available to all children.

Snack costs are included in program fees and may not be added as an extra fee. Extra fees may be charged for cooking classes and special events such as cookouts.

H. Illness

If a child becomes ill while attending the Extended Day Enrichment Program, the parent(s) or guardian(s) will be contacted to remove the child from the Program. Until the parent arrives, the child will rest in a quiet area, under the supervision of a staff member. Under no circumstances will the ill child be permitted to go home alone. The Extended Day Enrichment Program provides supervision for children before and after school and during summer or intersession breaks. The Extended Day Enrichment Program does not provide medical or nursing care for children.

I. Accidents/Emergencies

A master registration and emergency information form must be completed by the parents and will be maintained on file with the program. In the event of a medical emergency, parents or guardians will be notified and their specific instructions regarding action to be taken shall be obtained. If parents cannot be reached, the designated person on the emergency form will be notified. If parents or designee cannot be reached, the site coordinator will take necessary actions. The action on the part of the Program's personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child.

Accidents to students, no matter how slight, must be reported to the principal immediately on incident report forms provided by the administrative office for that purpose. Elementary office will enter incident report information on the mainframe and forward a "print screen" copy to the Adult and Community Education Center.

Orange County School Board policy requires periodic emergency safety drills. The principal will arrange for regular practice of emergency procedures in the Extended Day Enrichment Program during after-school hours at the same time intervals that these procedures are performed for the regular academic school program.

J. Student Safety and Welfare

All official School Board procedures relating to safety and emergencies will be followed, and it will be the joint responsibility of the principals and the Adult and Community Education administrators to advise the Program staff of School Board policies relating to safety and emergency procedures. This will include, but not be limited to, instruction on handling emergencies, evacuation procedures (fire drills), supervision of children at all times, severe weather procedures and discipline procedures. Under no circumstances will students be left unsupervised at any time. (See Extended Day Training Modules and School Board Policies, Section 6 of this handbook.)

K. Bodily Fluid Spills

Bodily fluid spills will be handled according to School Board guidelines. Refer to Section 6 of this handbook, or Extended Day Training Modules.

L. Medication and First Aid

Medication and first aid must be administered according to School Board policy. Refer to Section 6 of this handbook, or Extended Day Training Modules. A first aid kit is a program requirement for each site.

M. Afternoon Departure

Parents/guardians are expected to enter the building to pick up and sign out their child. No child will be released to anyone not authorized in writing by custodial parent and on file with the Program.

Persons who are not known by the staff will be asked to show identification when picking up children.

Other dismissal procedures will be developed at each school for the Extended Day Enrichment Program. The procedures may address, but not be limited to, items such as designated arrival and departure locations, procedures for children released to walk or bike home, procedures for dismissal on rainy days and early release of individual children.

N. Parent Conferences

Conferences relating to the Extended Day Enrichment Program may be required in certain situations. For example: late tuition payment, late pickup of a child, or a child behavior/discipline incident. A record should be kept of such conferences using the conference form for the Extended Day Enrichment Program (Appendix E).

O. Program Evaluation

At least once a year, the ACE administrator will evaluate the program using the evaluation form found in Appendix F and discuss the results with the principal and site coordinator.

P. Field Trips

Principals are responsible for approving Extended Day Enrichment Program field trips. Parents need to be informed of field trips and activities that will take children away from the school campus. Parent permission can be obtained through individual permission slips for each event or a "blanket" permission for children to participate in off-campus Program events for the entire year.

Principals may charge additional for special field trips including transportation, supplemental instruction, tee shirts and direct activity costs. Additional charges must reflect costs of the goods or service. All field trips and fee supported activities will be optional. Extra costs cannot be added to and required as part of the regular fee. Sites will accommodate for non-participation at the elementary school site even though it may necessitate additional staff.

During the Extended Day Enrichment Program, transportation for field trips will accommodate students regardless of any physical disabilities.

Q. Swimming

In order for swimming to be offered as an Extended Day Enrichment Program activity, strict guidelines must be followed and approval from the Associate Superintendent for Postsecondary Vocational, Adult and Community Education must be secured. Refer to the memo, Item N, Section 6 of this handbook.

The following criteria must be met:

- Only instructional swimming, not recreational or 'free' swimming will be considered.
- Lessons must be offered through an organization other than Orange County Public Schools.
- Proof of insurance for the provider must be provided in writing.
- Instructors must have certification from Red Cross, YMCA or similar institution.

R. Discipline

Discipline in the Extended Day Enrichment Program shall be consistent with the standards outlined in the Code of Student Conduct. Age appropriate, constructive disciplinary practices will be followed. Children shall not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

At the principal's discretion, a child can be expelled from the Program for repeated, severely disrupting behavior. A refund will be made if the child is expelled during the week. At the principal's discretion, a child can be re-admitted. Parent(s) should be reminded that their child's participation in the Extended Day Enrichment Program is a privilege, not a right.

S. Telephones

Telephones must be provided in the Program work area during all hours of operation.

Parents will be provided with a telephone number for the Extended Day Enrichment Program.

T. Curriculum

Extensive curricula for School Age Child Care have been prepared for the Extended Day Enrichment Program. These curricula, over 900 pages, were written by Orange County Public Schools and recognized as a State Exemplary Program through the Adult and Community Education (ACE) Network.

The curricula include:

- Physical Education curriculum
- Art curriculum
- Music curriculum
- Cooking curriculum
- Language Art curriculum
- Science curriculum
- Math curriculum

U. Income Tax Reporting

Parents and guardians should be given a copy of Appendix N (Dependent Care Provider's Identification and Certification) while registering and January 1 of each year.

The Taxpayer Identification Number (T.I.N.) for the School Board of Orange County, Florida is 59-6000-771. Weekly receipts are issued and need to be kept by the parent/guardian(s) for income tax reporting.

In signing Part 1 of the Internal Revenue Service Form W-10 (Dependent Care Provider Identification and Certification), the Extended Day Enrichment Program employee is certifying that the name and address and taxpayer identification number are correctly show on the form. The site coordinator is NOT verifying the amount of fees paid by the parent/guardian(s). Site coordinators are not required to give parents an account synopsis for income tax purposes.

V. Intoxicated Parents

Extended Day Enrichment Program personnel will follow the guidelines given by the School Board's attorney concerning releasing children to intoxicated or drugged parents. The attorney's letter is included in Section 6 of this handbook.

W. Abandoned Children

The Extended Day Enrichment Program closes at 6 p.m. If by 7 p.m. (one hour after closing) the parents have not picked up the child/children or notified the Program staff of some extenuating circumstance, the site coordinator may call 911 to report to the law enforcement agency that a child has been abandoned since closing time. Before calling 911, a Program employee will call all phone numbers listed on the Master Registration and Emergency Information Form in an attempt to reach the parent. After the law enforcement officer arrives, the employee must give him/her copies of the form. In most cases, the officer will drive the child to his/her home and wait in the driveway for the parents to return. The Extended Day Enrichment Program employee must leave a written message taped to the door stating which law enforcement agency has taken responsibility. Thus, the Program employee is relieved of responsibility for the child. The law enforcement agency contacts HRS at their discretion. HRS may also be contacted directly: 1-800-96ABUSE.

SECTION 5: PERSONNEL PROCEDURES

5. PERSONNEL PROCEDURES

A. Personnel Responsibilities

The Extended Day Enrichment Program will be coordinated by an Adult and Community Education administrator and an appropriate elementary school principal. Jointly they will:

- Discuss personnel requirements for the Program
- Promote the Extended Day Enrichment Program to parents, teachers and members of the community
- Evaluate the Extended Day Enrichment Program staff.

The elementary school principal will:

- Recommend personnel for employment to the appropriate Adult and Community Education administrator in accordance with School Board policy
- Be responsible for the day-to-day operation of the Program.

The Adult and Community Education administrator will:

- Facilitate collection and processing of all Extended Day Enrichment Program monies
- Nominate personnel for employment in accordance with School Board policy
- Conduct an annual program evaluation.

The Instructional Support Teacher for Community Education will:

- Develop curriculum materials
- Provide inservice training for Extended Day Enrichment Program personnel
- Prepare and disseminate an Extended Day Enrichment Program newsletter.

B. Staffing

Each Program must maintain a staffing ratio of one adult to twenty children.

Applicants may not start working until they have complied with the personnel procedures regarding employment. It is recommended that additional Extended Day Enrichment Program employees be processed through the personnel office in advance and not scheduled to work until needed. Another strategy to find personnel to cover unexpected vacancies is to call neighboring programs to hire extra workers. Employees cleared for Extended Day Enrichment Program employment can work at any program site. This is most easily facilitated when both program sites operate from the same Adult and Community Education Center.

Extended Day Enrichment Program employees must be 16 years of age or older. Employees under the age of 18 must work with an adult present at all times.

Employees who are 16- or 17-years of age may not independently supervise children. A 16 or 17 year old group leader can work with an adult in a combined group of no more than 40 children. This requirement is to comply with the child labor laws of the State of Florida and the Federal Fair Labor Standards Act.

C. Required Training Program

A training program for all Extended Day Enrichment Program employees is mandatory. Employees are paid for 4-6 hours to complete the basic training program.

The designated site trainer (usually the site coordinator) trains all employees with student contact and submits training documentation to the ACE administrator. Documentation consists of signed responsibility agreements (last page of each module). The ACE administrator maintains records for Extended Day Enrichment Program training in the employee's personnel file, and issues and signs certificates. The principal determines exemptions for Extended Day Enrichment Program employees with bachelor's or master's degrees if the proper form is completed by the principal and the ACE administrator. All exemptions and copies of degrees or certificates must be submitted to the Associate Superintendent for PVACE with a signed Statement of Exemption form.

Starting in 1993-94, the training modules for Extended Day Enrichment Program employees will include information on working with students with disabilities. Extended Day Enrichment Program employees are encouraged to attend appropriate training programs offered by the school system to deal with specific handicapping conditions encountered at their site. Employees will be paid their regular wages unless attendance is in conjunction with other school employment.

D. Inservice Training

The district-level office will plan and conduct inservice activities for staff members. Activities will include a variety of offerings for novice as well as veteran employees. Training needs assessments will be conducted regularly.

The Extended Day Enrichment Program staff is encouraged to communicate needs and interests for inservice training activities to the district office and the Instructional Support Teachers for Community Education.

E. Staff Meetings

Open communication about issues and concerns is facilitated by regularly scheduled and planned staff meetings. In addition, staff meetings that encourage sharing and joint solution to problems build a sense of cooperation and harmony among staff members. Staff meetings will be planned and conducted as needed by the site coordinator, and all staff members are expected to participate. It is difficult to have all staff participate during the operating hours of the program, so several small staff meetings to include different staff members may be scheduled at the discretion of the site coordinator.

F. Staff Evaluation

Informal evaluation will be a continuous and on-going process. Administrators of Adult and Community Education Centers may use formal evaluation at their discretion.

G. HRS Procedures

In addition to completing Orange County Public Schools' employment package, employees must complete HRS requirements which include:

Fingerprinting
Affidavit of Good Moral Character (notarized)
Abuse Registry Background Check
Local Law Enforcement Check

The Adult and Community Education administrator is responsible for collecting, processing and reviewing the above items. Costs associated with these procedures are operational costs associated with running the Program and such costs will be paid by Program funds.

H. Substitutes

The school principal and/or the site coordinator will develop a list of and maintain the payroll for available substitutes. These employees must complete the same personnel employment procedures as regular Extended Day Enrichment Program employees. Principals are encouraged to maintain a plentiful supply of substitutes.

I. Salary Guidelines

The Extended Day Enrichment Program is a self-supported program. Program funds are based on fees collected. Program funds must be sufficient to cover all program expenses which include salary and operational costs.

Principals, in cooperation with the ACE administrator, determine salaries paid to Extended Day Enrichment Program employees. The following list serves as a guideline and not necessarily as policy. The Payroll Office uses the designation "coordinator" at six levels to indicate program duties of site coordinators and group leaders.

Extended Day Enrichment Program employees perform a "professional-instructional" function and are classified with the job title "personal enrichment instructor." The personal enrichment category is distinct from and has no effect on the "fee support teacher" job title.

I. Salary Guidelines (continued)

A salary structure has been designed with progressively greater spread for higher level positions so that increased responsibilities can be adequately compensated. An individual should be placed in the classification of entry level and advance at the joint discretion of the elementary school principal and the ACE administrator. Annually, the ACE administrator will review salary levels of Extended Day Enrichment Program employees with the principal. There are no automatic salary increases. Performance is the basis for salary increases. The following will be considered for advancement:

- Program Maintenance and Growth - increase may be granted if program maintains the cost-effective enrollment or increases enrollment.
- Education - increase may be granted for a level of education.
- Training - increase may be granted for additional training in the areas of child development education and in any other area deemed appropriate by the principal and the Adult and Community administrator.
- Experience - increase may be granted for years of work experience with children.
- Job performance - increases may be granted for exceeding expectations of performance in all duties.

	Salary Ranges			
	Low	Mid	High	Recommended Justification
Coordinator I	4.75	5.00	5.25	Non-experienced worker or aide
Coordinator II	5.50	5.75	6.00	Professional teacher or aide
Coordinator III	6.25	6.50	6.75	Professional teacher
Coordinator IV	7.00	7.25	7.50	Lead Coordinator, small programs
Coordinator V	7.75	8.00	8.25	Lead Coordinator, medium programs
Coordinator VI	8.50	8.75	9.00	Lead Coordinator, large programs

J. Payroll Reports

Site coordinators are responsible for submitting payroll reports to the Adult and Community Education administrator for all Program employees. (See Appendix J.) Extended Day Enrichment Program payrolls will reflect only persons directly involved with the Program.

Principals are expected to sign these time sheets prior to submission. The Adult and Community Education Center office will inform site coordinators of deadlines so information can be prepared for the payroll office in a timely manner.

K. Attire

Extended Day Enrichment Program personnel are expected to dress neatly and appropriately. Short shorts, cut offs, tank tops and clothing that exposes the midriff are considered unacceptable.

L. Hours

Extended Day Enrichment Program personnel are expected to work their scheduled hours. All changes in hours must be arranged with the site coordinators in advance. Part-time employees will not be compensated for any days they do not work.

M. Confidentiality

Problems and concerns relating to families and children shared by staff during staff meetings or conferences are considered confidential and should remain confidential. Information about a child or parent should never be shared with other children or parents.

N. Liability Coverage

Extended Day Enrichment Program employees, working in their official capacity as defined in their job description and school board policy, have liability coverage as provided by the School Board of Orange County, Florida.

O. Job Descriptions

1. **Site Coordinator**

A site coordinator will assume direct responsibility for the Program. The site coordinator's hours will be flexibly scheduled.

At the discretion of the principal and the ACE administrator, the site coordinator's position may be filled by two persons. Site coordinators will be selected by the principal and the ACE administrator on the basis of ability and experience in effectively working with and managing organized activities for children. Site coordinators will be directly responsible to the Adult and Community Education administrator and will act as a liaison to the elementary school principal.

Qualifications

The site coordinator should have the following qualifications: ability to work well with other people; knowledge of school procedures and policies; ability to use authority constructively; good judgment; capacity to make decisions and take the responsibility for them; ability to handle problems -- often several at the same time; maturity; ability to prioritize; and willingness to pursue further education.

Responsibilities

The site coordinator's responsibilities may include, but need not be limited to, the following:

I. Site Supervision

   a. Is responsible for the daily operation of the program on site.

   b. Develops systems to safeguard the health and safety of the children in the program.

II. Program Planning and Coordination

   a. Plans and coordinates staff activities that provide a program of appropriate experiences for school-age children designed to meet the physical, emotional and intellectual needs of each child.

   b. Designs room arrangement to facilitate a variety of experiences to meet the needs and interests of the children.

   c. Plans nutritious daily snacks.

   d. Keeps parents informed of program activities through regular distribution of a newsletter.

   e. Participates in orientation and staff development sessions provided by Extended Day Instructional Support Teacher.

   f. Coordinates parent/staff meetings when required.

   g. Develops varied and stimulating programs to meet group and individual needs and provides educational experiences for children.

O. Job Description (continued)

III. Administration

a. Supervises group leaders, aides, substitutes and volunteers.

b. Establishes and maintains ongoing communications as part of the program with parents, the facility principal, the ACE administrator and the administrative center.

c. Follows procedures and policies.

d. Establishes and maintains positive relations with school personnel including principal, teachers, other staff members and ACE administrators.

e. Determines the need for supplies and equipment at the program and makes purchases in cooperation with the facility principal and the ACE administrator.

f. Participates in recruitment and selection of the staff.

g. Conducts program staff meetings.

h. Maintains all records and reports in proper order.

i. Purchases and maintains adequate inventory of equipment and consumable supplies following standard procedures. All requests for purchases must be signed by the site coordinator and the principal or the principal's designee.

j. Assists staff with solving problems with programming and discipline procedures.

k. Shares pertinent information regarding performance of various children with school staff when appropriate.

l. Develops community and parent support.

m. Manages the appropriate use and care of classrooms and playground areas in cooperation with facility principal.

n. Assumes other duties and responsibilities as assigned.

O. Job Descriptions (continued)

2. **Group Leader**

The group leader is responsible for the supervision of children in the Extended Day Enrichment Program. The group leader's hours may be flexibly scheduled to accommodate program needs.

Group leaders are directly responsible to the site coordinator.

Qualifications

The group leader should have more than just a love for children. The group leader needs to have the following qualifications: ability to direct children in recreational activities; enthusiasm and stamina; ability to maintain control of the group; interest in a variety of subjects; ability to communicate with children and adults; ability to make each child feel important; ability to take direction from the site coordinator; and willingness to pursue further education.

Responsibilities

I. Site Supervision

a. Is responsible for supervision of all children in the group during duty hours.

b. Follows procedures to safeguard the health and safety of the children in the program.

c. Plans, prepares and implements developmentally appropriate activities for children.

d. Determines supplies and equipment required and advises the site coordinator.

e. Establishes warm, friendly, yet objective, relationships with his/her group.

f. Provides care and protection of all children and meets their individual needs.

g. Maintains visual supervision of children in groups and remains in the program area during assigned hours unless specifically assigned duty elsewhere.

h. Is responsible for maintaining work areas in a neat, clean manner conducive to constructive play.

i. Communicates with the site coordinator and other Extended Day Enrichment Program staff members.

j. Completes appropriate tasks and complies with procedures and policies.

O. Job Descriptions (continued)

k. Helps to maintain positive relations with school personnel.

l. Assists in providing nutritious snacks.

m. Communicates with parents.

n. Ensures attendance records are maintained.

o. Participates in staff conferences, staff development sessions and workshops.

p. Reports to the site coordinator any significant problems or any unusual behavior of children.

q. Performs general housekeeping duties for the program.

r. Performs other duties and responsibilities as assigned.

SECTION 6: SCHOOL BOARD POLICIES AND SIGNIFICANT ADMINISTRATIVE MEMOS

This section of the handbook includes excerpts of pertinent School Board policies and significant administrative memos which affect the Extended Day Enrichment Program.

A. Monies in School Buildings

Monies collected by School District employees and by student treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted, accounted for and directed without delay to the proper location of deposit (cf.3293).

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be kept. All school banks shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Policy adopted:

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

B. Student Accidents/Illness 5141.2

Should a child be injured, an effort should be made by the available personnel to contact the parents of the child for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the child to be taken to a doctor or to a hospital for treatment. This action on the part of any of our personnel does not obligate the personnel or the schools to assume financial responsibility for the treatment of the child.

An Emergency Care Authorization for every pupil shall be on file in the school office.

When a minor illness occurs, the child should be referred to a school nurse. If the nurse believes that the child should go home, she should take the child home. Under no circumstances should the child be permitted to start home alone, nor should the child be left home alone.

Accidents

Accidents to students, no matter how slight, must be reported to the principal or supervisor immediately on Incident Report forms provided by the administration office for that purpose.

If a student receives medical attention from a physician for an injury sustained at school or if the student is absent due to such an injury, the Incident Report shall be sent to the Department of Risk Management.

Rules approved
by the Board: 7/29/80

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

C. Administration of Medication by School District Personnel

School district personnel shall assist students in their taking of prescription medication during the school day under the following conditions:

1. The principal and/or his designee shall receive training from the Orange County Health Department in the proper handling, storage and administration of medication.

2. For each prescribed medication, the student's parent or guardian shall provide to the principal a written statement which shall grant the principal or his designee the permission to assist in the administration of each prescribed medication, and which shall explain the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business. The school principal or his trained designee shall assist the student in the administration of such medication. When there is a change in medication or dosage from that on the original container, the principal or designee shall require new directions from the doctor, in addition to the parent authorization.

3. All prescribed medication to be administered by school personnel shall be received and stored in the original container, with the original label from the pharmacy showing the student's name, name of drug and directions for administration.

4. Prescription medication received by a school shall be stored in a secure fashion under lock and key in a location designated by the principal.

5. There shall be no liability for civil damages as the result of the administration of such medication, where the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

School personnel may administer over-the-counter medication only if the age, grade level, physical or other handicapping conditions, or other circumstances prevent the student from taking it himself/herself. Under such conditions, nurses, clinical aides, or other employees designated by the principal may administer over-the-counter medication with prior written parent authorization.

D. Administration of First Aid by School Personnel 5141(b)

A school nurse or clinic aide employed by the School Board or employees designated by the principal shall respond to any emergency first aid situation during the regular school day.

The location of emergency supplies and equipment and a list of appropriate agency-certified first aid and CPR providers shall be posted in several areas throughout the school. Clinic volunteers are authorized to respond to an emergency.

When school is not in session, such as after-school hours, holidays, Saturday, summer vacations or at evening functions, any member of the staff (preferably the person in charge of the activity) may render first aid. First aid is the immediate care to protect the life and comfort of the student until authorized treatment is secured, and is limited to indicated first aid treatment only, following which the student is to be placed under the care of parents, upon whom rests the responsibility for subsequent treatment.

In life-threatening situations, School Board employees are authorized to take whatever reasonable steps are necessary.

Legal Reference

Florida Statutes

Chapter 232.0316	Administration of medication by school district personnel
Chapter 230.03 (2)	Control, Operation, Administration and Supervision - School Board

Rules of State of Florida - Department of Health and Rehabilitative Services

Chapter 10D-84.17	Meeting Emergency Health Needs

Rules approved
by the Board: 11/27/84

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

E. Welfare

Preserving the safety and protecting the health and general welfare of individual students and of the student body on school property and/or at and during school-sponsored activities are legal and moral responsibilities of the School Board.

Subject to the law, rules and regulations of the State Board of Education, and of the policies of the School Board, each pupil enrolled in a school shall, during the time he is being transported to or from school at public expense, during the time he is attending school, and during the time he is on the school premises, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other members of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. However, the State Board or the School Board may, by rules and regulations, subject each pupil to the control and direction of the principal or teacher in charge of the school during the time he is otherwise en route to or from school or is presumed by law to be attending school.

Students shall be under the supervision of a teacher or other certificated staff member at all times during the school day.

Legal Reference

Florida Statutes (1981 Edition)
232.25 Pupils subject to control of school

Policy
adopted: 10/12/82

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

F. Safety of Pupils

The School Board is responsible for paying proper attention to the safety of pupils.

The Superintendent is responsible for recommending to the School Board plans for giving proper attention to the safety of pupils.

Principals and all members of the school staff and school contracted agents are responsible for the safety of pupils in attendance in the schools during the time pupils are en route to or returning from school in school buses and while they are on the school premises.

It is the responsibility of the principals and teachers (Extended Day workers) to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

The principal, in cooperation with the police and other agencies, shall provide for safety of pupils on or around school property.

Policy adopted:

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

G. Child Abuse and Neglect

Extended Day personnel who have daily contact with children are in an unique position to recognize and report suspected child abuse and neglect. Chapters 230 and 415 of the Florida Statutes support the affirmative obligation of school personnel to cooperate and assist in the reporting and investigation of child abuse/neglect. Therefore, Orange County school employees shall report all suspected child abuse or neglect in the manner prescribed in the following section.

Suspected abuse shall be reported as quickly as possible. School personnel are required by law to report any suspected child abuse/neglect to HRS Florida Protective Services 24 hour, toll-free Abuse Registry. Failure of school personnel to report suspected abuse/neglect may result in prosecution. Reports should include the following information:

1. Names and address of child and parent(s) or guardian(s) if known.
2. Child's name and school.
3. Siblings names(s) and age(s), if known.
4. Nature and extent of suspected abuse/neglect.
5. Identity of suspected abuser, if known.
6. Reporter's name and address (optional; reporter may remain anonymous).

After contact with the Abuse Registry, the employee should advise the school principal of the situation. Within 48 hours of the initial report, the reporting person shall also provide to HRS written confirmation of the report, using HRS Form 1291, which may be obtained by calling the Student Services Social Work/Attendance office. This report may be done anonymously. A report of suspected abuse or neglect is a request for investigation. School employees are immune from liability resulting from any reporting activity.

Legal Reference:

Florida Statutes
Chapter 415 Abuse of Disabled or Aged Persons or Children

Chapter 230.03(2) Control, Operation, Administration and Supervision

Policy adopted: 6/6/89

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

H. Emergency Procedures

Orange County School Board policy requires periodic emergency safety drills. The principal will arrange for regular practice of emergency procedures in the Extended Day Enrichment Program during after-school hours at the same time intervals that these procedures are performed for the regular academic school program.

The Orange County School Board requires that a plan be prepared at each school to be used in the event of fire/bomb threat, other disasters and power failures. The needs of persons with physical handicaps must be a consideration in the development of this plan. Locate and discuss the emergency plans that have been designed for your facility.

Emergency situations cause disruption of normal activities and confusion can result in hazardous conditions unless personnel take charge, know the evacuation routes and assembly procedures, and maintain control of students at all times.

Evacuation

In the event of fire, bomb threat or similar disaster, the facility should be evacuated in the manner designated at each location. Building evacuation plans and fire extinguishers are located in all buildings. Move everyone in a quite and orderly manner to the area designated. Persons evacuated should be assembled no less than 200 feet, and further if possible, from all buildings to prevent possible injury from flying debris in the event of an explosion.

Tornadoes, Hurricanes and Other Related Emergencies

1. REMAIN CALM.
2. Move students from portable buildings into nearest permanent building.
3. Move students on second floors to the first floor.
4. Assemble students in inner rooms or hallways as far away from windows and doorways as possible.
5. Have students position themselves under tables, desks, etc.
6. DO NOT attempt to leave the building unless instructed to do so, or unless it is apparent that the building is going to collapse.

Power Failure

Power failure can cause a panic condition rather rapidly if straight thinking and proper actions are not immediately applied to the situation.

1. Stay calm, don't move.
2. Many facilities are equipped with emergency lighting. DO NOT leave the building unless it is apparent that evacuation is necessary for other reasons.
3. If the outage is a result of severe inclement weather, take a few seconds for your eyes to adjust to the darkness, and instruct all present to slowly and carefully move away from windows and doors towards inside rooms and hallways or under desks, tables, etc.

I. Guidelines for the Handling of Blood Spills or Items Soiled with Blood or Other Body Fluids in the School Setting

Some diseases, e.g., AIDS/HIV infections and Hepatitis B, can be spread by contact with blood and blood products. Although the chance of spread of these diseases in the school setting is very low, precautions must be taken in the handling of blood and body fluids, or items soiled with blood or body fluids, in all schools settings.

These guidelines should be followed no matter whether the person whose blood or body fluids has spilled is know to have infection or not. These guidelines should be very strictly followed in situations dealing with students who are developmentally delayed, who are Hepatitis B carriers, or who have AIDS or are infected with the Human Immunosuppressive Virus (HIV), and the virus which causes AIDS.

1. General precautions to be followed for all students and employees.

   a. Caretakers should wash hands before and after involvement in the hygiene of all individuals.

   b. Disposable gloves must be worn by caretakers who are handling items soiled with blood or body fluids (such as urine, feces, saliva, or vomits). Gloves must be worn when caring for developmentally delayed persons who have oozing lesions that cannot be covered or when the caregiver has open skin lesions.

   c. When a blood spill occurs, or feces, vomits, urine, or saliva contaminate a surface, the blood or body fluids should be covered with paper towels, and flooded with a freshly prepared solution of 1 cup of household bleach in 10 cups of water (a one to ten dilution). Allow this to remain for at least 15 minutes before disposing of paper towels in a sealable plastic bag. Wipe the area again with paper towels soaked in the above disinfectant solution and then dry the area with paper towels. The person doing this should wear disposable gloves and wash his/her hands after removing gloves. The bleach solution must not be more than 24 hours old.

   d. All items soiled with blood or body fluids should be sealed in plastic containers and disposed of with no additional precautions.

   e. All sharp items (scissors, knives, wood-working tools, etc.) which have been soiled with blood should be thoroughly cleaned with a disinfectant such as a freshly prepared solution of household bleach diluted in water. (see "C" above)

   f. Exposures to blood or secretions: If an employee or student is bitten by a person (and the bite breaks the skin), or is stuck with a contaminated needle, or is cut by a contaminated sharp object with results in a bleeding wound, the wound should be encouraged to bleed, and the site of the contact should be thoroughly cleansed with water and soap as soon as possible. If an employee or child has contaminated blood splashed on the mouth or eyes, the exposed site should be thoroughly rinsed with water as soon as possible. An Incident Report should be completed. The principal,

the person's physician, and the Orange County Public Health Unit (OCPHU) should be notified. Consultation will be given by the OCPHU regarding appropriate management of the situation.

2. Precautions when the student or person is an "infected person." An "infected person" is defined in this section as someone who is an Hepatitis B carrier, and a person with AIDS, ARC, or a person infected with HIV.

   a. All of the precautions under Sections A and B apply.

Adapted from State of Florida Department of Health and Rehabilitative Services.

Legal Reference

Florida Statutes
230.23 Powers and Duties of School Board

Guidelines Recommended by the Center for Disease Control, Atlanta, GA
November 2, 1986

Rules approved
10/27/87

ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida

J. Orange County Florida Code of Student Conduct

The Extended Day worker should become familiar with the Orange County Code of Student Conduct. This policy may be obtained from the school office. Knowing the different levels of the Disciplinary Response Codes will help you identify inappropriate behaviors and appropriate responses to infractions.

It is the intent of the School Board that no child should ever be subjected to mental or physical abuse. In complying with School Board policy, you must know and adhere to the following guidelines:

1. Each child will be under the control and direction of the Extended Day worker. 5151(a)

2. No one but the school principal has the authority to use corporal punishment. FS232.25 (1) (2) (3)

K. State of Florida Department of Health and Rehabilitative Services

Child Discipline

Child care facilities must ensure that age appropriate, constructive disciplinary practices are used for children in care.

a. Children shall not be subjected to discipline which is severe, humiliating or frightening.

b. Discipline shall not be associated with food, rest or toileting.

c. Spanking or any other form of physical punishment is prohibited.

L. Follow-up of Background Screening for Extended Day Employees

MEMORANDUM

TO: COMMUNITY SCHOOL ADMINISTRATORS

FROM: JOSEPH E. STEPHENS
Associate Superintendent
Postsecondary Adult and Community Education

DATE: MARCH 13, 1991

RE: FOLLOW-UP OF BACKGROUND SCREENING FOR EXTENDED DAY EMPLOYEES

Procedural problems have been brought to light concerning required background checks for employees in the Extended Day Program. Sometimes, no news is good news; however, this is not the case with background screening. This memorandum is to clarify the responsibility of the community school administrator to follow-up background screening and maintain files for responses received from HRS and local law enforcement checks.

In addition to the paper work required by OCPS personnel department, the community school administrator is responsible for collecting, processing, and reviewing four additional background items:

Affidavit of Good Moral Character
Local Jurisdiction Law Enforcement Check
HRS Fingerprint Card
HRS Child Abuse Registry

Information on each of these four procedures is as follows:

Affidavit of Good Moral Character. There are two different forms. One form, AFFIDAVIT OF GOOD MORAL CHARACTER FOR TEACHERS EMPLOYED IN FACILITIES REGULATED UNDER LAW OF FLORIDA CHAPTER 87-238 AND 85-54, is used if the employee is a teacher, substitute teacher, or teacher applicant if that person was fingerprinted for certification. The other form, AFFIDAVIT OF GOOD MORAL CHARACTER, is used for all other Extended Day employees.

The affidavit must be signed and notarized. The document remains in the employee's personnel file maintained at the community school. This form is not sent anywhere.

Local Jurisdiction Law Enforcement Check. The local law enforcement check is based on the person's county of residence. The community school may copy blank forms as needed. The community school administrator signs on the line labeled "appointing authority." Verification from local enforcement jurisdictions have been misdirected within the school system when the community school's name and address are not included on the form. The form must be signed by the employee. The local law enforcement jurisdiction sends back verification on every candidate they process. This verification is to be kept in the employee's personnel file at the community school.
Addresses for the local jurisdictions are as follows:

Orange County Sheriff's Department
2400 W. 33rd St.
Orlando, FL 32809
ATTN: Records Dept.

Seminole County Sheriff's Department
1345 28th St.
Sanford Airport
Sanford, FL 32773
ATTN: Records Dept.

Osceola County Sheriff's Department
P.O. Box 2428
Kissimmee, FL 32742
ATTN: Records Dept.

HRS Fingerprint Card. Special fingerprinting forms must be used. These forms are available from HRS (Wendy Jordan 423-6561). Fingerprinting must be done by a law enforcement agency. Call the OCPS personnel office for current list of agencies, hours, and fees. Be sure that every blank is filled out on the top of the form. Teachers, substitute teachers, and teacher applicants who have been fingerprinted for certification, do not need to be fingerprinted again, but the Abuse Registry Background Check (see p. 3) needs to be sent in to HRS.

$37.00 6/93

The community school sends: 1) fingerprint card, 2) check for ~~$19.00~~ per fingerprint card, and 3) Abuse Registry Background Check (see p. 3) to HRS.

HRS Abuse Registry
509 S. Park Ave.
Apopka, FL 32703

The fingerprint card is processed at the same time as the form for HRS Child Abuse Registry Background Check. HRS sends back one response sheet that covers both the abuse registry check and the fingerprint information.

HRS Child Abuse Registry. This form, available from HRS (Wendy Jordan 423-6561), must be processed along with the HRS fingerprint card. The applicant fills out section I, the community school fills out Section II. HRS sends back verification for every candidate they process. To assure that verifications are not misdirected, include the community school's name and address in the section to be completed by the "facility or vendor requesting background check."

In a nutshell, after processing the 4 background items outlined above, your files for Extended Day personnel must include 3 items for each employee: HRS verification, local law enforcement jurisdiction verification, and affidavit of good moral character.

Within the next 30 days, review your files for all Extended Day personnel to verify that required documentation for background screening is in place, and write me a memo to that effect.

In the event that an employee's or prospective employee's background check reveals evidence of child abuse, convictions, or other serious problems, you are directed to notify the Senior Manager of Employee Relations immediately. Employee Relations will assist you in appropriately resolving the case.

Thank you for your prompt attention to this matter. With your help we can safeguard the children in our care and avert potential crises.

c: Ronald D. Froman
Betsy Fulmer
John B. Hawco

M. Swimming At Extended Day Programs

April 23, 1990

MEMORANDUM

TO: EXTENDED DAY COORDINATORS
SELECTED ELEMENTARY SCHOOL PRINCIPALS

ATTENTION: DONALD SHAW
Executive Deputy Superintendent

FROM: JOSEPH E. STEPHENS
Associate Superintendent
Postsecondary Vocational,
Adult and Community Education

ROY E. ELDRIDGE
Associate Superintendent
for Elementary Education

BILL PARKER
Risk Management

SUBJECT: SWIMMING AT EXTENDED DAY PROGRAMS

The subject of swimming has been raised concerning Extended Day Enrichment programs. Orange County Public Schools is self-insured, which means we must try to reduce liability exposure at all times. Water greatly multiplies the risk factor involved.

It is our position that recreational or 'free' swimming is not to be included as an extended day activity. The only valid exception that will be considered is swimming instruction taught by certified personnel and operated by an organization other than OCPS. Examples would include Y.M.C.A. and American Red Cross water safety programs.

All swimming activities need to have prior approval from Joe Stephens, Associate Superintendent for PVACE. Proof of insurance and the provider of the swim instruction must be provided in writing prior to the activity.

Thank you for your cooperation in complying with this policy.

1/jn/101.1
c: Ron Froman
Hank E. Owens
Al Cornelison
Gary Hendricks
Robert G. Bruce
Curtis Adams
Jerry Nowell
Tony Encinias
Phyllis Scurry
Betsy Fulmer

N. Training Program For Extended Day Workers

December 20, 1989

MEMORANDUM

TO: COMMUNITY SCHOOL ADMINISTRATORS
SELECTED ELEMENTARY SCHOOL PRINCIPALS

FROM: JOSEPH E. STEPHENS
Associate Superintendent
Postsecondary Vocational,
Adult and Community Education

SUBJECT: TRAINING PROGRAM FOR EXTENDED DAY WORKERS

Last year, some employees were trained with 12 TASC (Training for After-School Care) modules (the "old" system). A brand new 6-module training program has been developed by a writing team with input from a task force of elementary principals, extended day coordinators, and community school administrators.

Extended day coordinators will receive special instructions at a "Training the Trainers" workshop on Saturday, January 6, 8 a.m. to noon. The coordinator will then be responsible for training the other employees and documenting this through the community school administrator.

All extended day employees need to be trained or exempted through one of the following options:

- Twelve TASC modules ("old" system)
- Six modules "Training for Extended Day Employees" ("new" system)
- Exempted by principal/community school administrator

The procedure for exempting extended day employees with bachelor's or master's degrees or with certificates of completion from attending the HRS 20-hour training has not changed. If you are sure that an extended day employee does not need training, please document your information on the attached form, retain the original at the community school office, and send a copy to my office.

Thank you for your efforts to provide a safe and healthy learning environment for our children in the Extended Day Enrichment program.

1/om/401
Attachment
c: Roy E. Eldridge

FBEXTD124
07/02/93

Statement of Exemption

I have determined that the following employee should be exempt from the extended day training:

Employee Name: _____

Extended Day Site: _____

Degree(s) and Major(s): _____

Certificate for HRS 20-hour Training (attach a copy): _____

_____ _____
Date Principal's Signature

_____ _____
Date Community School Administrator

TRAINING FOR THE EXTENDED DAY ENRICHMENT PROGRAM

Procedure

Extended Day Coordinator (or Site Trainer)

- Trains all employees with student contact.

  Employees with Bachelor's or Master's degrees may be exempted from training if the proper form is completed by the principal and community school administrator.

- Submits training documentation.

  Trainer submits all 6 signed responsibility agreements (last page of each module) to the community school administrator.

  Signs the certificate prepared by the community school office.

Community School Administrator (and support staff)

- Maintains records for Extended Day training.

  Issues and signs certificates when presented with all 6 signed responsibility agreements.

  Secures the trainer's signature on the certificate.

  Places copy of certificate and signed responsibility agreements in each employee's personnel file.

  Signs and files original "Statement of Exemption" in employee's personnel file, sends copy to Associate Superintendent, Postsecondary Vocational Adult Community Education.

Principal

- Determines exemptions for Extended Day employees.

  Employees with Bachelor's or Master's degrees may be exempted at the principal's discretion.

  Employees with valid Certificate of Completion from HRS 30-hour training may be exempted at the principal's discretion.

  All exemptions and copies of degrees or certificates must be submitted with signed "Statement of Exemption" form.

O. Community Education Extended Day Enrichment Program Guidelines

March 17, 1987

MEMORANDUM

TO: SELECTED ELEMENTARY PRINCIPALS

ATTN: ROY E. ELDRIDGE
Associate Superintendent for
Elementary Education

FROM: J. DONALD SHAW
Deputy Superintendent for
Instruction

SUBJECT: COMMUNITY EDUCATION EXTENDED DAY
ENRICHMENT PROGRAM GUIDELINES

At a recent meeting of the elementary principals liaison committee questions were raised relevant to the administration of the extended day enrichment program. It had been my understanding that procedures for administering this program were consistent among the schools which participate, but evidently that has not been the case.

In an effort to bring uniformity and better understanding regarding the administration of the extended day enrichment program, I met with Joe Stephens, Associate Superintendent for Postsecondary Vocational, Adult and Community Education, and Roy Eldridge, Associate Superintendent for Elementary Education, and suggested that written guidelines be developed. The attached guidelines represent the subsequent efforts of those associate superintendents and members of their staffs.

I trust that the guidelines that have been established will provide answers to questions you may have regarding the administration of this program.

2mp260
03/17/87

Attachment

COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

The Extended Day Enrichment Program will be coordinated by the Community School Administrator and the appropriate elementary school principal using the following operational procedures:

Program Personnel

The elementary school principal will recommend program personnel to the appropriate Community School Administrator. The Community School Administrator will nominate the program personnel to the School Board and will administer the program payroll.

Program Supervision

The Extended Day Coordinator will be responsible for supervising the day-to-day operation of the program and program staff in a cooperative effort under the direction of the building principal.

Program Administration

The Community School Administrator will be responsible for the administration of program funds. This includes the collection and processing of all Extended Day monies. Personnel responsible for these activities will be Extended Day Enrichment Program staff on the Community School Administrator's payroll. Funds derived from the Extended Day Enrichment Program will be used as program operating funds by the Community School Administrator to reimburse Orange County Public Schools for salary and benefits for program staff.

Disbursement of program income after salaries and benefits will be as follows:

10% - OCPS District - facility expenses
10% - Community School - general operating expenses
80% - Remaining in the community school's internal account for expenses such as snacks, supplies, equipment, field trips, etc., which would directly benefit the children or school where the funds are generated.

The Community School Administrator will provide each elementary principal a monthly summary of financial activity for his program; and will process requisitions recommended by the elementary principal for Extended Day Enrichment Program improvement at the elementary school.

The Extended Day curriculum resource teacher will provide support to the program by developing curriculum materials and provide inservice training for Extended Day personnel.

P. Intoxicated Parent Guidlines

ROWLAND, THOMAS & JACOBS, P. A.
ATTORNEYS AT LAW
1786 N. MILLS AVENUE
ORLANDO, FLORIDA 32803

WILLIAM H. ROWLAND, JR.
ANDREW B. THOMAS
JOHN R. JACOBS

TEL. (305) 898-8934
P. O. BOX 305

January 6, 1988

Gail Klein
Area Administrator
Orange County Public Schools
434 N. Tampa Avenue
P.O. Box 271
Orlando, Florida 32802

Dear Gail:

Regarding your letter to me of December 14, 1987 containing several questions involving School Board liability and the extended day program, a few observations:

1. In situations where a parent in an intoxicated/drugged condition arrives to pick up a child he would otherwise be entitled to, I would not advise the care giver to refuse to turn over the child to said parent. The possible liability and chance of mistake (concerning the degree of sobriety) in depriving a parent of a child far outweighs the risk of releasing the child to the parent, even if intoxicated or drugged.

2. However, upon release of a child to his intoxicated parent, there is no reason why the care giver cannot call the Orlando Police Department or the Sheriff and inform them that a person who appears to be intoxicated/drugged had just left the school.

3. The possible situation that most concerns me is where an intoxicated parent arrives to pick up not only his child, but other children as well (as in a car pool). Here, the parent is not absolutely entitled to the other children as he is to his own child, and I would advise calling the parents of the other children and informing them:

" This is _____ _____ at _____ school. Mr./Mrs. _____ has just arrived to pick up your child and it appears to me that he is not in a condition to drive. Do you wish me to release your child to him, or do you wish to make other arrangements for your child to be picked up?"

I don't believe anything further regarding the conditon of the parent should be conveyed to the parents of the other children.

If any further information is needed regarding this subject, please let me know.

Very truly yours,

ROWLAND,THOMAS & JACOBS, P.A.

John R. Jacobs

F7EXTD124
06 13 91

Q. Skateboard Memo

MEMORANDUM

TO: Selected Elementary School Principals
Community School Administrators

FROM: Joseph E. Stephens
Associate Superintendent
Postsecondary Vocational, Adult, & Comm. Education

SUBJECT: Skateboards in the Extended Day Enrichment Program

The at-school accident insurance program excludes coverage for skateboarding activities. This issue has come to our attention due to a recent skateboard accident. Therefore, the use of skateboards is prohibited as an activity in the Extended Day Enrichment Program.

Thank you for your compliance in this matter.

c: Ron Froman
Bill Parker

June 14, 1991

MEMORANDUM

TO: Selected Elementary School Principals
Community School Administrators

FROM: Joseph E. Stephens
Associate Superintendent
Postsecondary Vocational, Adult, & Comm. Education

SUBJECT: Skating and bicycling in the Extended Day Program

In reference to the June 13, 1991 memo which excludes skateboarding as an Extended Day Enrichment activity, there are other activities covered by insurance which can be included in the program.

Skating, including both "on-campus skating" using students' own skates, and "off-campus skating" at a skating rink, is covered by the student accident insurance policy.

Bicycling, using 2 or 3 wheel non-motorized bicycles, is allowed both on and off campus. Bicycling activities are covered by the student accident insurance policy. Bicycling programs can teach students safe bike habits, rules of the road, and give children a chance to practice their skills.

Quality enrichment for children should include many diverse activities. I encourage you to seek out interesting opportunities for youth.

c: Ron Froman

R. Rental Videos Memo

February 12, 1992

MEMORANDUM

TO: SELECTED ELEMENTARY SCHOOL PRINCIPALS
EXTENDED DAY COORDINATORS
COMMUNITY SCHOOL ADMINISTRATORS

FROM: JOSEPH E. STEPHENS
Associate Superintendent
Postsecondary Vocational, Adult
and Community Education

ROY E. ELDRIDGE
Associate Superintendent
Elementary Education

SUBJECT: USE OF RENTAL VIDEOS IN EXTENDED DAY PROGRAM

It has come to our attention that Extended Day Programs are renting videotapes from video stores. This is illegal as it violates copyright laws. Management Directive #15 deals with copyright but is vague on this point. Videos for sale or rent from video stores are ***FOR HOME USE ONLY***. Videos obtained in this manner and used in schools or the Extended Day Program are in clear violation of the copyright laws and guidelines. All videos available from these stores are to be regarded as ***OFF-LIMITS***. There are other alternatives:

1. Orange County Public Schools' Instructional Technology Department maintains an 8000 title lending library of materials suitable for all grade levels. Each media specialist has a copy of the catalog listing of these materials.

2. Additionally, Orange County Public Schools' Instructional Technology Department maintains a large file of vendor catalogs. They will be happy to help anyone locate appropriate material which is licensed for in-school use. In many cases videos from the rental stores are available for classroom use through qualified vendors. For assistance call Frank Baker, 849-3200, ext. 2503.

3. Copyright guidelines have permissible uses of recording certain programs off-air (Channel 24, for example) and using the programs for a limited period of time.

In addition, purchase orders for films/tapes for Extended Day use should carry the wording which states that the films/tapes will be shown at school or via the school's closed-circuit television system. Posting Management Directive #15 with every VCR would be appropriate, since the guidelines require that each institution put in place appropriate control guidelines to ensure adherence. Our goal is to inform you of the proper use of videos/films/tapes for the Extended Day Program. We would not want to see the district a party to any litigation in this matter.

Thank you for your cooperation.

S. Insurance Clarification

April 7, 1992

MEMORANDUM

TO: SELECTED ELEMENTARY PRINCIPALS
EXTENDED DAY ENRICHMENT PROGRAM COORDINATORS

FROM: JOSEPH E. STEPHENS
Associate Superintendent
Postsecondary Vocational, Adult
and Community Education

SUBJECT: INSURANCE CLARIFICATION

It has been brought to our attention that misinformation about accident insurance has been given to parents. The following clarification reviewed by Bill Parker in Risk Management should help our employees follow proper procedures for handling insurance related to Extended Day injuries.

With injuries and insurance in the Extended Day Program there are three (3) very distinct categories. Procedures/information for an injured employee are very different from procedures/information for an injured Extended Day child. If the injured child is the son/daughter of an OCPS employee, there are different procedures/information. Be careful not to confuse these categories.

INJURED EXTENDED DAY CHILD – Once you have handled the emergency by calling the parent and/or 911 if necessary, fill out an incident report form. Parents should use their own physician. School insurance is supplemental to the families' insurance. Give parents a claim form for School Insurance of Florida; parents may also receive a copy of the Incident Report if they so desire. Parents submit bills for payment. Do NOT tell parents that the injury will be fully covered; do NOT direct the parent to any specific clinic, hospital or doctor.

INJURED EXTENDED DAY EMPLOYEE – The principal at your school has information for school employees. Extended Day employees are OCPS employees and follow the same procedures. Complete the 'Worker's Compensation First Report of Injury' for your principal's signature. The injured employee takes a separate form called a 'Medical Authorization Form' to the assigned doctor for your school site.

CHILD OF OCPS EMPLOYEE – Once you have handled the emergency by calling the parent and/or 911 if necessary, fill out an incident report form. The student who has an OCPS parent with OCPS medical insurance needs to use a PPO/HMO doctor and hospital from that medical insurance program's specific list for treatment of the injury. Please do not use the Worker's Compensation doctor used for OCPS employee injuries.

This information will also be included in the next Extended Day newsletter. Thank you for your cooperation in following the proper procedures.

F7smj207
c: Bill Parker
Roy Eldridge
Ron Froman

T. Automated Sub Receipts

March 16, 1993

MEMORANDUM

TO: ALL SCHOOL PRINCIPALS & ADMINISTRATORS
ALL SCHOOL BOOKKEEPERS

ATTENTION: CAREY E. FERRELL
Associate Superintendent
Business & Administrative Services

EVERT S. THOMAS, III
Senior Manager
Auditing & Property Control

FROM: DEBORAH WOODS
Administrator
Internal Auditing

SUBJECT: PROCEDURES FOR IMPLEMENTING THE USE OF AUTOMATED SUB RECEIPTS

Work locations interested in implementing the use of automated sub receipts should contact Cathy Losch at 849-3200, ext. 2419.

Ms. Losch will provide each location with the necessary documentation, training and installation of software required for both internal accounts and extended day programs.

In order to take advantage of volume purchase discounts, automated sub receipts will be requisitioned and stocked by this office. When needed, receipts can be ordered from Cheryl Danver using the current chargeback procedures outlined in Mr. Garrett's memo dated August 5, 1992.

c: Betsy Fulmer

U. Minimum Age/Pre-K

May 19, 1993

MEMORANDUM

TO: Elementary School Principals

FROM: Dr. Roy Elderidge, Associate Superintendent
Elementary Education Services

James Subia, Associate Superintendent
Postsecondary Vocational, Adult, and Community Education

SUBJECT: Pre-K students in the Extended Day Program

After reviewing Extended Day Enrichment Program guidelines, the following modifications need to be made concerning the age criterion for participation in the Extended Day Enrichment Program.

Kindergarten is the minimum age criterion for participation in the Extended Day Enrichment Program. Pre-K children may not attend. Kindergarten children may enter the Extended Day Enrichment Program at the start of the school year for that school site. This will accommodate kindergarten children who start with intersession break in multi-track year-round schools.

Pre-K children currently being served in approved Extended Day Enrichment Pre-K Programs may continue to attend through the close of this school year. Please notify families that Pre-K Extended Day Enrichment Program services will not be available next year.

Should you have any questions, please let us know.

C: Ron Froman
Sarah Sprinkel
Dr. Betsy Fulmer

V. Handicapped Policy Memo

May 27, 1993

MEMORANDUM

TO: DONALD SHAW
Superintendent

PAULA M. WHITTIER
Assistant to the Superintendent

FROM: JAMES SUBBS
Associate Superintendent
Postsecondary Vocational, Adult
and Community Education Services

SUBJECT: HANDICAPPED PLAN FOR THE EXTENDED DAY ENRICHMENT PROGRAM

Enclosed are the recommendations of the Handicapped/Disadvantaged Task Force for the Extended Day Enrichment Program. This plan complies with the Americans With Disabilities Act and could avert future legal action against the school board.

I have discussed the proposal with Dr. Roy Eldridge and Richard Chapman. Both agree with the proposal and endorse its timely implementation. The Extended Day Advisory Committee has approved the proposed plan as well. I submit the proposal for your input and approval.

If you need any more information, please call me. Implementation is recommended for the 1993-94 academic school year which will begin as early as July 19, 1993 for some schools. I await your decision on this matter.

[illegible]
Enclosure

Orange County Public Schools
Community Education

Extended Day Enrichment Program
Handicapped/Disadvantaged Task Force
May 14, 1993

Ron Froman	Al Cornelison
Kathi Jennings	Wayne Shear
Carolyn Cappleman	Betty Carpenter
Bonnie Glester	Dr. Betsy Fulmer
Jeraldine Perkins	Dr. Stephen Leggett
Dr. Debby Manuel	

The task force goal was recommend procedures for students who are disabled or disadvantaged to participate in the Extended Day Enrichment Program at standard program fees. The following guidelines are proposed:

Criteria Standards: The task force clarified the criteria standards of the Extended Day Enrichment Program. The program provides *supervision* for children before and after school, during intersession or summer breaks. *The program does not offer medical or nursing services, except for emergency first aid*. When illness/accidents occur, parents are notified to pick up the children.

Attendance Zones: *A child cannot be denied the opportunity to attend the Extended Day Enrichment Program because of his/her disabilities*. A child with disabilities who receives educational services at a school other than his/her 'home' school during the regular academic school year, may attend the Extended Day Enrichment Program at either the child's 'home' school or at the school the child regularly attends. The Extended Day Program at a child's home school cannot deny access because the child with disabilities does not attend that school. During summer and intersession programs, children (with or without disabilities) may attend the Extended Day Enrichment Program of their choice. Any attendance restrictions (i.e., enrollment limits, waiting lists, etc.) must apply to all students regardless of handicapping condition.

Transportation: During the Extended Day Enrichment Program, transportation for field trips will accommodate students regardless of any disabilities. *The Extended Day Enrichment Program does not provide transportation to or from the program*. The OCPS transportation department may provide transportation for children with disabilities to their 'home' school in lieu of transportation to the child's home after the regular school day; however, such transportation is not part of the Extended Day Enrichment Program services.

Training: Training modules for Extended Day employees will be modified to include information on working with students with disabilities. Extended Day employees will be encouraged to attend appropriate training programs offered by the school system to deal with specific handicapping conditions encountered at their site. Employees will be paid their regular wages unless attendance is in conjunction with other school employment.

Behavior Standards: Behavior standards will be developed for the Extended Day Program based on the OCPS Code of Student Conduct. Consequences will be established. These standards will seek to establish a balance between individual rights and collective rights.

Creation of a district-wide fund: All Extended Day Programs will charge the same school board approved fees. Families of children with disabilities will not pay higher fees. To offset the financial burden of serving children with severe/profound handicapping conditions, a district-wide fund for handicapped and special needs will be established. A set percentage of the gross fees collected by the Extended Day Program at each individual site will be transferred by the Community School to the district handicapped/special needs fund. This percentage will start at 5% and will be adjusted semi-annually based on actual need.

Administration of district-wide fund for handicapped/special needs: The fund will be administered by a special committee appointed by the associate superintendents of 1) Elementary Education Services, 2) Student Support and Exceptional Education Services, and 3) Postsecondary Vocational, Adult and Community Education Services. Each associate superintendent will appoint 3 members to serve on this 9-member committee. Each school site is expected to handle most handicapping conditions as part out of the regular program fees. For special situations (profound, severe, multiple handicaps, etc.), the principal may apply for funds from the handicapped/special needs district-wide fund. Funds will be allocated as a set reimbursement to the program per pupil. Initially, this allocation will be $40 per week per severely, profoundly, multiply handicapped child. This reimbursement allocation will be adjusted semi-annually. Personnel will be hired by the individual program; not the fund. The financial status of the individual site will be considered when requests are made.

Standard Weekly Fees: The current weekly fee of $16 has not been increased in almost 4 years. Currently, programs serving students with disabilities at Magnolia and Lake Silver Schools have higher fees to cover expenses. A fee increase of $2 per week to $18 per week is proposed. Fee increases for year-round intersession and summer will increase from $45 per week to $50 per week. Less than half of the proposed fee increase would go to the district fund. The remaining portion would remain in the individual Extended Day Program internal account for the general program and to ease the burden of handling students with less severe handicapping conditions.

Economically Disadvantaged Students: The special committee appointed to oversee the Handicapped/Special Needs Fund can at a later date decide whether to serve economically disadvantaged students.

Implementation: Fee increases will go into effect for the 1993-94 academic school year. For year-round schools, that date is July 19, 1993. For schools on the traditional calendar, 'start date' is August 16, 1993.

Orange County Public Schools
Community Education

Extended Day Enrichment Program
Policy for Participation of Children with Disabilities
(May 27, 1993)

Intent: It is the intent of this policy to bring the Extended Day Enrichment Program in compliance with the Americans with Disabilities Act.

Criteria Standards: The Extended Day Enrichment Program provides *supervision* for children before and after school, during intersession or summer breaks. *The program does not offer medical or nursing services, except for emergency first aid*. When illness/accidents occur, parents are notified to pick up the children.

Attendance Zones: *A child cannot be denied the opportunity to attend the Extended Day Enrichment Program because of his/her disabilities*. A child with disabilities who receives educational services at a school other than his/her 'home' school during the regular academic school year, may attend the Extended Day Enrichment Program at either the child's 'home' school or at the school the child regularly attends. The Extended Day Program at a child's home school cannot deny access because the child with disabilities does not attend that school. During summer and intersession programs, children (with or without disabilities) may attend the Extended Day Enrichment Program of their choice. Any attendance restrictions (i.e., enrollment limits, waiting lists, etc.) must apply to all students regardless of handicapping condition.

Transportation: During the Extended Day Enrichment Program, transportation for field trips will accommodate students regardless of any disabilities. *The Extended Day Enrichment Program does not provide transportation to or from the program*. The OCPS transportation department may provide transportation for children with disabilities to their 'home' school in lieu of transportation to the child's home after the regular school day; however, such transportation is not part of the Extended Day Enrichment Program services.

Standard Weekly Fees: *All Extended Day Programs will charge the same school board approved fees*. Families of children with disabilities will not pay higher fees. At the initiation of this policy, a fee increase was instituted. A small portion of the fee increase is transferred to a special district fund. The remaining portion remains in the individual Extended Day Program internal account for the general program and to ease the burden of handling students with less severe handicapping conditions.

Creation of a district-wide fund: To offset the financial burden of serving children with severe/profound disabling conditions, a district-wide fund for disabilities and special needs was established. A set percentage of the net fees collected by the Extended Day Program at

each individual site will be transferred by the Community School to the district disabilities/special needs fund. This percentage will start at 5% of the net income (after salaries and fringe benefits) and will be adjusted semi-annually based on actual need.

Administration of district-wide fund for disabilities/special needs: The fund will be administered by a special committee appointed by the associate superintendents of 1) Elementary Education Services, 2) Student Support and Exceptional Education Services, and 3) Postsecondary Vocational, Adult and Community Education Services. Each associate superintendent appoints three members to serve on this nine member committee. Each school site is expected to handle most handicapping conditions as part out of the regular program fees. For special situations (profound, severe, multiple disabilities, etc.), the principal may apply for funds from the disabilities/special needs district-wide fund. Funds are allocated at a set reimbursement per pupil to the program. Initially, this allocation was $40 per week per child with severe, profound, or multiply disabilities. This reimbursement allocation will be adjusted semi-annually. Personnel are hired by the individual program; not the fund. The financial status of the individual site is considered when requests are made.

Training: Training modules for Extended Day employees will include information on working with students with disabilities. Extended Day employees are encouraged to attend appropriate training programs offered by the school system to deal with specific handicapping conditions encountered at their site. Employees will be paid their regular wages unless attendance is in conjunction with other school employment.

Behavior Standards: Behavior standards will be developed for the Extended Day Program based on the OCPS Code of Student Conduct. Consequences will be established. These standards will seek to establish a balance between individual rights and collective rights.

Economically Disadvantaged Students: The special committee appointed to oversee the Disabilities/Special Needs Fund can at a later date decide whether to serve economically disadvantaged students.

Implementation: Fee increases will be effective for the 1993-94 academic school year. (Year-round calendar = July 19, 1993, Traditional calendar = August 16, 1993.)

Task Force Members:.

Dr. Betsy Fulmer	Al Cornelison
Kathi Jennings	Wayne Shear
Carolyn Cappleman	Betty Carpenter
Bonnie Glester	Ron Froman
Jeraldine Perkins	Dr. Stephen Leggett
Dr. Debby Manuel	

W. Reclassification of Extended Day Workers

MEMORANDUM

TO: Community School Administrators

FROM: Joe Stephens
Associate Superintendent
Postsecondary Vocational, Adult and Community Education

DATE: April 7, 1992

RE: **RECLASSIFICATION OF EXTENDED DAY WORKERS**

Our Personnel Department has agreed to reclassify the workers of the Extended Day Program to alleviate the problem caused by the current federal law regarding the time and a half pay requirement to classified employees who work over forty hours per week.

We were successful in our recommendation that the extended day workers perform a "professional - instructional" function which would allow for the reclassification.

Theresa Hart will be changing the computer function regarding the reclassification by the end of April. **All extended day workers will be reclassified with the job title of "personal enrichment".** The current salary schedule will remain in place for the Extended Day Program.

Please keep in mind that even though the new extended day workers job title will be "personal enrichment", this has no effect on the "fee support teacher" job title. These people will continue to make $13.00 per hour under that program.

Should you have any questions, please call Ron Froman at ext. 2836.

JS:mh

c: Don Shaw
Roy Eldridge
Ron Froman

FBEXTD124
07/08/93

SECTION 7: FORMS

The forms (Appendix A-N) carry information needed in managing Extended Day Enrichment Programs. These forms are suggested. Site coordinators may develop their own forms with the approval of the Adult and Community Education administrator as long as the same recordkeeping tasks are accomplished.

ORANGE COUNTY PUBLIC SCHOOLS

COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Master Registration and Emergency Information Form

Child's Last Name _____ Child's First Name _____ Sex ____ Age ____ Grade ____ Classroom Teacher _____

Child lives with: ☐ Both parents, ☐ Mother, ☐ Father, ☐ Guardian, ☐ Other, _____ Please Specify

Who has legal custody? _____ Relationship to child _____

Other children in home (names, ages): _____

My child will normally attend:

- ☐ 5 days per week
- ☐ only certain days of the week as indicated below:
  - ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
- ☐ Morning Session
- ☐ Afternoon Session
- ☐ Intersession during "off-track" period

DEPARTURE PROCEDURES: PLEASE INDICATE DEPARTURE PROCEDURES FOR YOUR CHILD. (EXAMPLE: WALK HOME, TAKE A BUS ALONE, WAIT TO BE PICKED UP BY YOU OR AUTHORIZED PERSON). ANY CHANGES MUST BE RECEIVED FROM YOU IN WRITING.

- ☐ I will pick up my child(ren).
- ☐ Allow to walk/ride bike at _____ (Time).
- ☐ Other--please be specific.

_____

Persons authorized to remove child: Mother _____ (Name) Father _____ (Name)

Other persons permitted to remove child:

_____ (Name) _____ (Phone)

_____ (Name) _____ (Phone)

_____ Signature _____ Date

Form I.D.# AB0817/125/3FY Rev. 7/93

APPENDIX A (continued)
Master Registration and Emergency Information Form

Student Name: _____ (Last) _____ (First) _____ (M.I.) Phone: _____

Date of Birth: _____ (Month) _____ (Day) _____ (Year) Social Security Number: _____

Residential Address: _____ Zip: _____
(Number, direction, street type and name, apt. or other, city)

Mailing Address: _____ Zip: _____
(Number, direction, street type and name, apt. or other, city)

Preferred Doctor: _____ Phone: _____

Preferred Dentist: _____ Phone: _____

Insurance Preferred Hospital: _____
(responding medical unit will make final determination as to the appropriate facility for the injury)

Known Health Problems: _____

_____

Medical conditions, medications and/or history that you feel medical personnel should know:
(i.e. previous surgeries, chronic conditions, etc.)

_____

_____

_____

Most recent vaccine dates:

DTP- _____ DT- _____ TD- _____ POLIO- _____ HIB- _____

MMR- _____ MEASLES- _____ MUMPS- _____ RUBELLA- _____

PARENT/GUARDIAN INFORMATION

Mother's Name: _____ Phone: _____

Address: _____ Zip: _____

Employer: _____ Work Phone: _____

Father's Name: _____ Phone: _____

Address: _____ Zip: _____

Employer: _____ Work Phone: _____

Guardian's Name: _____ Phone: _____

Address: _____ Zip: _____

Employer: _____ Work Phone: _____

Form I.D.#
AB0817/125/3FY
Rev. 7/93

Appendix A (continued)
Master Registration and Emergency Information Form

INSURANCE INFORMATION

Company #1 _____ Policy # _____ Group # _____

Company #2 _____ Policy # _____ Group # _____

Company #3 _____ Policy # _____ Group # _____

IF I AM UNABLE TO BE REACHED, PLEASE CONTACT ONE OF THE FOLLOWING PEOPLE AND TELL THEM OF MY CHILD'S CONDITION.

Name: _____ Relationship: _____

Work Phone and Ext.: _____ Home Phone: _____

Name: _____ Relationship: _____

Work Phone and Ext.: _____ Home Phone: _____

SCHOOL HEALTH SERVICE CONSENT

I hereby give my consent for this child to participate in the School Health Services Program. This means my child will receive emergency care in school. If needed, and health appraisals at school, including screenings such as vision, hearing, and growth and development.

In case of an accident or illness where treatment is not needed, but where my child is unable to remain at school, I request the school to contact me. If I am unable to be reached I request that one of the persons listed above be contacted to care for my child until I can be reached.

In the event of a serious accident or illness, I request the school to contact me at the phone numbers listed on the reverse side. If the school is unable to reach me, I hereby authorize the school to contact the physician or dentist indicated and to follow his instructions. If it is impossible to contact the physician or dentist, the school may make whatever arrangements are necessary to provide emergency care and treatment for my child.

In the event of a life threatening accident or illness, I understand that the school may contact the 911 emergency medical system immediately. I agree to be financially responsible for this child's care and treatment.

Signed: _____ Parent (or Guardian) Date: _____

IN THE EVENT OF AN EMERGENCY, WE WILL ACCESS THE 911 EMERGENCY SYSTEM. IF YOU WOULD LIKE TO GIVE THEM ADVANCE PERMISSION TO BEGIN TRANSPORT AND TREATMENT OF YOUR CHILD, PLEASE SIGN THE FOLLOWING STATEMENTS.

PERMISSION TO TRANSPORT STATEMENT

I do hereby state that I am the parent or guardian of the child named on this form. In order to expedite care of this child, I hereby give my permission for the responding emergency team to immediately initiate treatment and transport of this child to the preferred or appropriate medical facility, according to what they deem is indicated by the nature or extent of the injuries. I agree to be financially responsible for this child's treatment and transport. I will notify the school of any changes of this information in writing.

Signed: _____ Parent (or Guardian) Date: _____

PERMISSION TO TREAT STATEMENT

I do hereby state that I am the parent or guardian of the child named on this form. In order to expedite care of this child, I give my permission for the appropriate medical personnel and staff to initiate treatment immediately upon arrival to the appropriate facility. I agree to be financially responsible for this child's treatment. I also request that I be notified of my child's condition and admission as soon as possible. If I am unable to be reached, I request that the admitting facility notify one of the other persons listed above of my child's condition and admission.

Signed: _____ Parent (or Guardian) Date: _____

THIS FORM IS EFFECTIVE FOR ONE YEAR FROM THE DATE SIGNED.

Form I.D.# AB0817.125/3FY Rev. 7/93

Photo/Video Permission

Consent, Waiver and Release

For and in consideration of benefits to be derived from the furtherance of the educational programs of the School Board of Orange County, Florida (I) (We), the undersigned parent(s) or legal guardian(s) of _____, a student entered in the Orange County School System, do hereby consent, authorize and grant permission to the School Board of Orange County, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes of said student, and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimile thereof for any purposes it may deem proper.

In granting such permission (I) (We) hereby relinquish and give to the School Board of Orange County, Florida, all right, title and interest (I) (We) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all right to approve the use of such photographs, motion pictures, video or audio tapes and further do waive any right to compensation for the publication or other use of said photographs, motion pictures, video or audio tapes and do release the School Board of Orange County, Florida, its agents, licensees, representatives and assigns from any and all claims of any nature whatsoever arising from their use.

_____ _____

Parent/Guardian Date

For Official Use Only

Enroll Date _____ Registration Paid _____ Ext. Day Teacher _____

Withdraw Date _____ Scholarship _____ Ext. Day Rm# _____

A.M. Session _____ P.M. Session _____ Track Color _____

Notes:

Form I.D.#
AB0817/125/3FY
Rev. 7/93

APPENDIX B
ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Handicapped/Special Needs Fund

(This form is used by principals to access supplemental stipends from the district Handicapped/Special Needs fund)

_____
Date

_____ _____
Extended Day Site Site Coordinator

_____ _____
School Principal

_____
Child's Name

Indicate Exceptional Student Education Category

_____ Profound
_____ Severe
_____ Multiple

Describe Special Needs:

Communication _____

_____

Mobility _____

_____

Behavior/Emotional _____

_____

Self Help:

toileting _____

feeding _____

dressing _____

Other _____

_____

Justification for additional funds:

Smaller adult/child ratio _____

Adaptive enrichment materials _____

Adaptive personal needs _____

Other _____

_____ _____
Site Coordinator Signature Principal Signature

APPENDIX C
Payment Record

	Week of _____				Week of _____				Week of _____			
Child's Name	Amt Pd	Date Pd	Receipt #		Amt Pd	Date Pd	Receipt #		Amt Pd	Date Pd	Receipt #	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Site coordinators may use a ledger book or develop their own forms. Many site coordinators copy their receipts prior to submitting them to the Adult and Community Education Center.

APPENDIX D

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Program Weekly Planning Sheet

Group Leader _____ Week of _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

THIS REPORT DUE TO THE SITE COORDINATOR AND/OR FACILITY PRINCIPAL THE WEDNESDAY PRIOR TO ACTIVITY.

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APPENDIX E

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Conference Form

This form is to be used to document conferences with parent(s) concerning discipline, pick-up procedures, payment, or any other concern.

ORANGE COUNTY PUBLIC SCHOOLS
BEFORE AND AFTER SCHOOL CARE PROGRAM
CONFERENCE FORM

SCHOOL _____ DATE _____

CONFERENCE PARTICIPANTS _____

_____

_____

NATURE OF CONFERENCE

_____

_____

_____

_____

_____

_____

_____
Signature Extended Day Staff

_____
Signature Parent or Guardian

APPENDIX F

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

PROGRAM EVALUATION

A. Program Planning/Implementation	Yes	No	Comments
Weekly written lesson plan for each group			
Program goals and philosophy established			
Speaking voice of all staff members well modulated			
Children never left without adult supervision			
Group organized and under control			
Constructive approach to discipline			
Children permitted to participate in self-selected activities			
Cooperative rather than competitive activities emphasized			
Children involved in activities			
Advance preparation for use of supplies and equipment			
Variety of activities offered			
Activities are designed for child's age and maturity level			
Good interaction (teacher/child and child/child)			
Provide for positive reinforcement			
Transition for activity to activity smooth			
Staff enthusiasm observable			
Individual and cultural differences allowed for			

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

PROGRAM EVALUATION

B. Administration Management/Supervision	Yes	No	Comments
Policies and procedures followed			
Appropriate supervision of paid/volunteer staff			
Appropriate communication between staff members, site coordinator and school staff			
Appropriate communication with parents			

C. Record Keeping	Yes	No	Comments
Daily check-in/check-out of children in writing			
Staff time sheets used daily (sign-in/sign-out)			
Monies deposited correctly and timely with Adult and Community Education Center			
Purchases are handled according to School Board policies			
Staff training up-to-date			
Records maintained for attendance and tuition paid			
Records maintained for scholarship program			
Master registration			
Two emergency phone numbers (other than parents)			
Student records well organized, information easy to obtain			

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM
APPENDIX G
Extended Day Service
Statistical Analysis

AVERAGE MONTHLY ENROLLMENT **MONTH OF _____ 19_____**

AM only _____
PM only _____
AM and PM _____
Full Day _____

_____
Adult and Community Education Center

_____
Elementary School

Average Total Attendance _____
(Unduplicated Headcount)

	Number Employees	Hours Worked	Wages
Coordinators I			
4.75	_____	_____	_____
5.00	_____	_____	_____
5.25	_____	_____	_____
Coordinators II			
5.50	_____	_____	_____
5.75	_____	_____	_____
6.00	_____	_____	_____
Coordinators III			
6.25	_____	_____	_____
6.50	_____	_____	_____
6.75	_____	_____	_____
Coordinators IV			
7.00	_____	_____	_____
7.25	_____	_____	_____
7.50	_____	_____	_____
Coordinators V			
7.75	_____	_____	_____
8.00	_____	_____	_____
8.25	_____	_____	_____
Coordinators VI			
8.50	_____	_____	_____
8.75	_____	_____	_____
9.00	_____	_____	_____
Total Employees:	_____	Total Hours: _____	Total Wages: _____
			Fringe Benefits: _____

Disbursements this Month:

(1) Salaries Paid + fringe benefits (1)_____
(2) 10% to District (2)_____
(3) 10% to Adult and Community Education Center (3)_____
(4) Food/Snacks/Field Trips/etc. (4)_____
(5) 5% to Handicap/Special Needs Account (5)_____
(6) Supplies/Equipment (6)_____
(7) HRS Screening, Insurance (7)_____
(8) Total of Disbursements this Month (Total of 1-7) (8)_____

(9) Balance Carried Over (9)_____
(10) Total Income (For the Month) (10)_____
(11) New Balance (Total of 9 plus 10) (11)_____
(12) Total Disbursements (line 8) (12)_____
(13) Carry Over Balance (Subtract 12 from 11) (12)_____

_____ _____
Adult and Community Education Center Administrator Date

APPENDIX H

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Extended Day Program
Staff Schedule

	Week of _____					Week of _____				
Staff Names	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
1.										
2.										
3.										
4										
5.										
6										
7.										
8										
9										
10										
11										
12										
13										
14										

91

92

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

APPENDIX I

Disbursement of the Income Received From Extended Day Fees

_____
Adult and Community Education Center

_____
Participating Elementary School

_____
Disbursement for Month of

INCOME FROM FEES: $_____ (line 1)

LESS STAFF SALARIES + Fringe Benefits $_____ (line 2)

(A monthly check is issued by the Community School Administrator to the District for actual salaries and benefits of persons involved in the program.)

BALANCE: $_____ (line 3)
Note: If the balance after deducting salary and fringe benefits is zero or negative, no further distribution is to be made.

Remit only salaries plus fringe benefit to the district.
10% to the district = 0, 10% to the Community School = 0

LESS 10% TO THE DISTRICT: $_____ (line 4)

(Included in the monthly check to the District to help defray overhead expenses)

LESS 10% TO THE ADULT AND COMMUNITY EDUCATION CENTER: $_____ (line 5)

(Retained in the Adult and Community Education Center internal account to be disbursed at the discretion of the ACE Administrator for an effective total community education program.)

LESS 5% TO HANDICAPPED/SPECIAL NEEDS FUND: $_____ (Line 6)

(Included in the monthly check to the District for Handicapped/Special Needs project 1171. See handicapped plan for more information.)

BALANCE: $_____ (line 7)

(After deducting items listed above, 75% of the income is retained in the ACE Center internal account to be used at the discretion of the principal for expenses such as snacks, equipment, field trips, etc., for the direct benefit of the children or school where the funds are generated.

CHECK FOR: (Sum of lines 2, 4, 6) $_____ (line 8)

(Includes salaries + fringe + 10% district expense + 5% Handicapped/Special Needs fund)

MONTHLY PAYROLL REPORT

Employee's Name _____ Classes/Site _____

This is to certify that I worked _____ hours during this pay period of _____, 19___,

to _____, 19___, as specified below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Comments: _____

_____

_____

_____

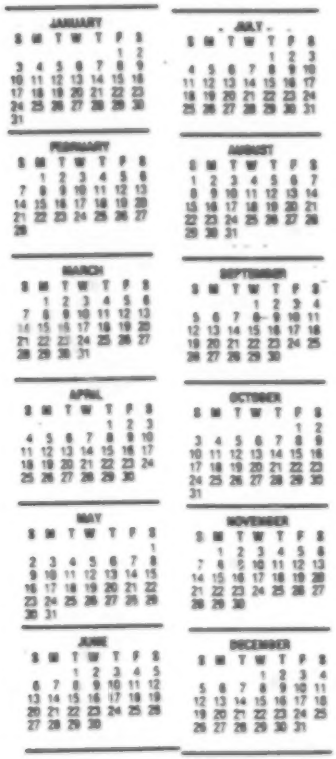
Signature (Employee) _____ Date _____

Signature (Principal) _____ Date _____

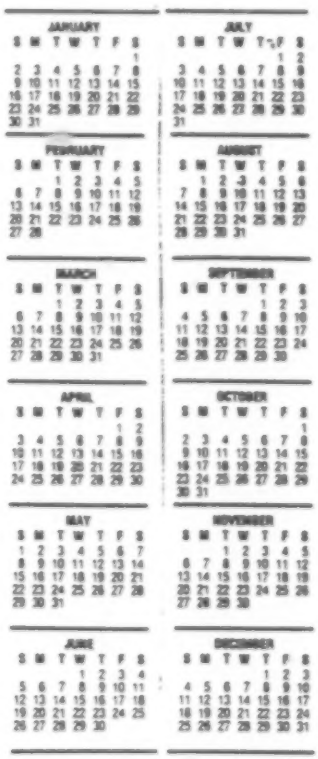
Signature (Coordinator) _____ Date _____

Signature (Administrator) _____ Date _____

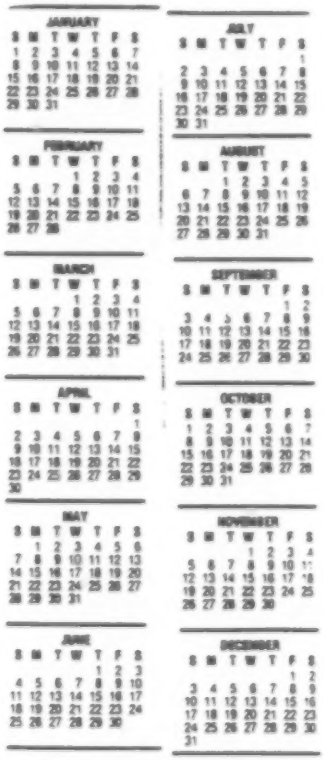
1993



1994



1995



APPENDIX K

EXTENDED DAY ENRICHMENT PROGRAM INSURANCE REPORT

_____ Elementary School

_____ Adult and Community Education Center

(Information does not need to be typed or alphabetized)

Student Name (Last name first)	Student Grade Level	Enrollment Date (Effective Date of Insurance Coverage)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

I hereby verify that the money was collected on the date set forth by each name and becomes the effective date of insurance coverage.

_____ _____

Signature of Site Coordinator *Date*

(This form does not need to be alphabetized.)

APPENDIX L

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Elementary School_____

Week of _____ **19**_____

EXTENDED DAY ENROLLMENT REPORT

AM Only _____ (line 1) Number of children who attended Extended Day Enrichment Program in the morning only. They did not come back in the afternoon.
(Students who pay $7.00 per standard week.)

PM Only _____ (line 2) Number of children who attended Extended Day Enrichment Program after school only. They did not come in the morning.
(Students who pay $18.00 per standard week.)

AM and PM _____ (line 3) Number of children who attended Extended Day Day Enrichment Program both before and after school.
(Students who pay $24.00 per standard week.)

Full Day _____ (line 4) Number of children who attended Extended Day Day Enrichment Program full day either for summer program or "off-track" for year-round school.
(Students who pay $50.00 per standard week.)

Total Enrollment _____ (line 5) ***To calculate total enrollment, add lines 1-4 listed above.***
No child is to be counted twice.

APPENDIX M
(Form 1)
ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY

Arrival and Departure Sheet

Date _____

Child's Name	Time In	Parent's Signature	Time Out	Parent's Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
0.				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
0.				
1.				
2.				
3.				
4.				
5.				
5.				
7.				
8.				
9.				

APPENDIX M
(For[illegible])

Week Of _____ 19____

				CHILD'S NAME	EXTENDED DAY ATTENDANCE/SIGN OUT SHEET														
					MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
					IN	OUT	TIME	IN	OUT	TIME	IN	OUT	TIME	IN	OUT	TIME	IN	OUT	TIME
				1.															
				2.															
				3.															
				4.															
				5.															
				6.															
				7.															
				8.															
				9.															
				10.															
				11.															
				12.															
				13.															
				14.															
				15.															

This form is reduced for inclusion in the handbook. Full size copies are available from ACE administrator or instructional support teacher for community education.

FMEXTD124-07/08/93

APPENDIX M
(Form 3)

Week Of _____ 19____

CHILD'S NAME	EXTENDED DAY ATTENDANCE SIGN IN/SIGN OUT SHEET									
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	IN/TIME	OUT/TIME	IN/TIME	OUT/TIME	IN/TIME	OUT/TIME	IN/TIME	OUT/TIME	IN/TIME	OUT/TIME
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

FBEXTD120 1-04/16/91

This form is reduced for inclusion in the handbook. Full size copies are available from ACE administrator or instructional support teacher for community education.
FBEXTD124-07/08/93

APPENDIX M
(Form 4)
Orange County Public Schools
Community Education Extended Day
Multipurpose Roster
Month _____ 1991

Child's Name	Week of _____					Week of _____					Week of _____					Week of _____				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
7.																				
8.																				
9.																				
10.																				
11.																				
12.																				
13.																				
14.																				
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18.																				
19.																				
20.																				
21.																				
22.																				
23.																				
24.																				
25.																				
26.																				
27.																				
28.																				

APPENDIX N

ORANGE COUNTY PUBLIC SCHOOLS
COMMUNITY EDUCATION EXTENDED DAY ENRICHMENT PROGRAM

Internal Revenue Service Form W-10
(Dependent Care Provider's Identification and Certification)

Give to parents at registration time and January 1, each year.

This information is provided to assist you in reporting your school-age child care expenses on your income tax form, IRS Form W-10.

The Taxpayer Identification Number (T.I.N.) for the School Board of Orange County is the same as the Employer Identification Number (E.I.N.) which is 59-6000-771. Weekly receipts are issued and need to be kept for income tax reporting. Annual statements will not be issued by Extended Day Enrichment Programs.

The name of the dependent care provider must be stated as:

School Board of Orange County, Florida (XYZ Adult and Community Education Center)

Be sure to list the school board first followed by the particular community school in parenthesis. The IRS computer reads the first line of the account only and a mismatch occurs if a name other than the School Board of Orange County, Florida, appears. The address for the Orange County Public Schools should be listed as P. O. Box 271, Orlando, Florida 32802.

Form **W-10**
(Rev. August 1992)
Department of the Treasury
Internal Revenue Service

Dependent Care Provider's Identification and Certification

Do NOT file Form W-10 with your tax return. Instead, keep it for your records.

Part I **Dependent Care Provider's Identification** (See instructions.)

Please print or type

Name of dependent care provider	Provider's taxpayer identification number
School Board of Orange County, Florida	59-6000-771
Address (number, street, and apt. no.) P.O. Box 271	If the above number is a social security number, check here ▶ ☐
City, state, and ZIP code Orlando, FL 32	

Certification and Signature of Dependent Care Provider.—Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

Please Sign Here	Dependent care provider's signature	Date
	Coordinator signs here	date

Part II **Name and Address of Person Requesting Part I Information** (See instructions.)

Name, street address, apt. no., city, state, and ZIP code of person requesting information

Sample

1 of 3